Food Service FSSC 22000 Food Safety Management System Implementation Workbook

This comprehensive Food Safety Management System package contains all the tools you will need to achieve certification to the FSSC 22000 Certification Scheme Version 5.1.

This workbook is provided to guide you in the implementation of your Food Safety Management System. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Documenting the Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps to FSSC/ISO 22000 Certification

Click here to order the IFSQN FSSC 22000 Certification Package Now

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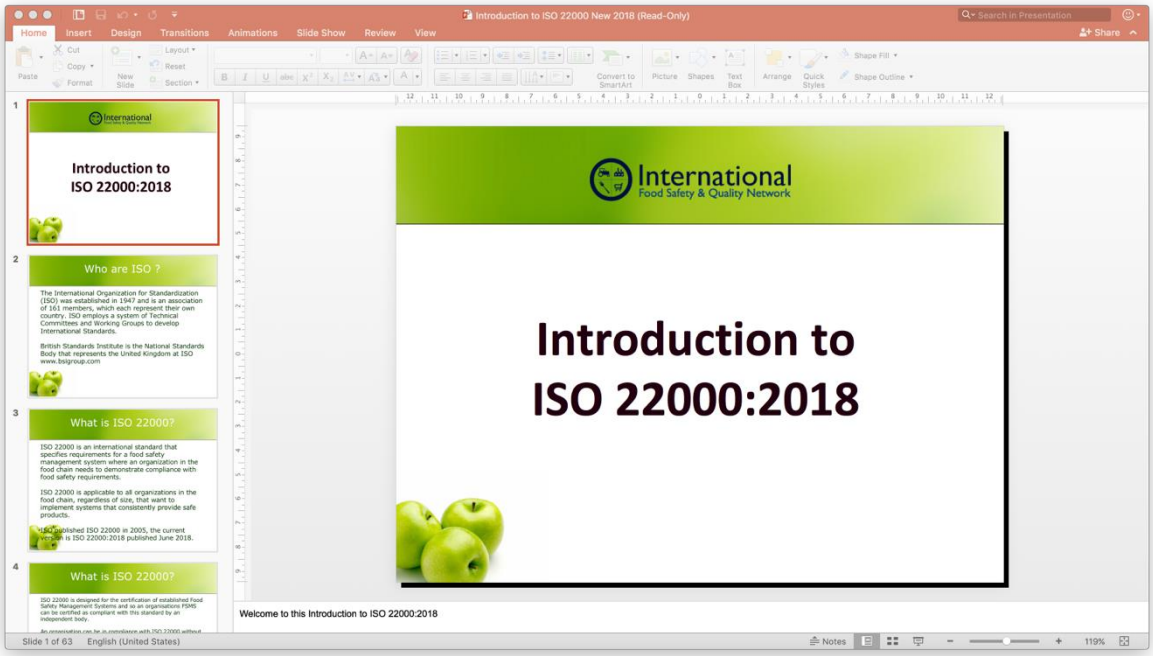
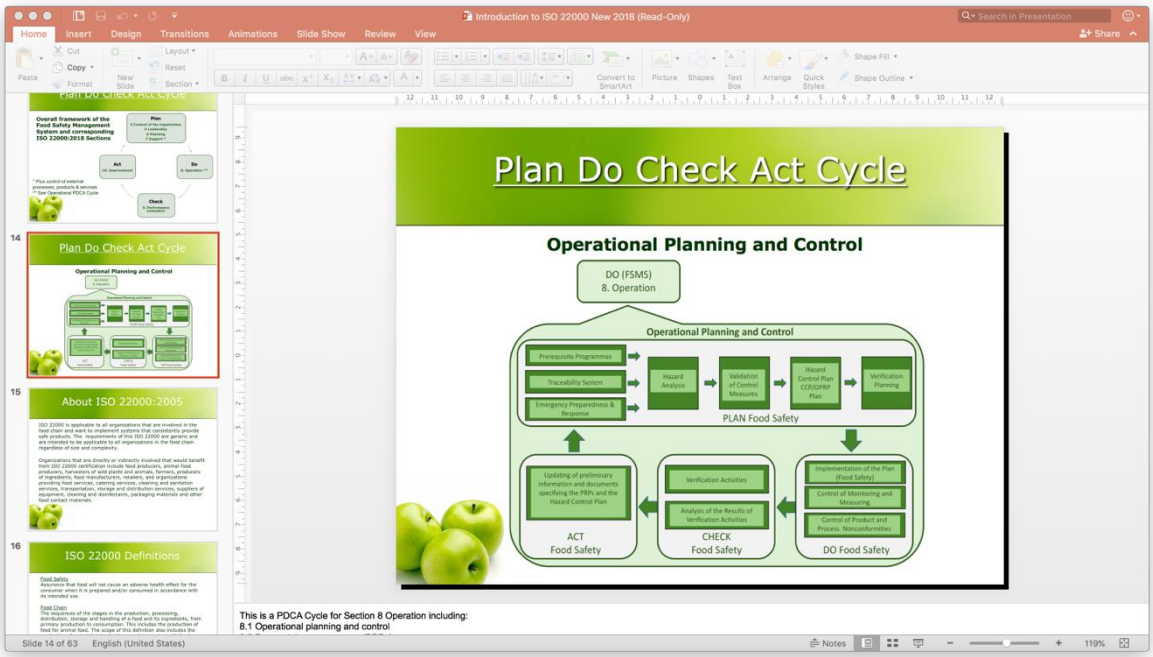
Step One: ISO 22000 Training for Management

Introduction to ISO 22000

This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.





Food Service FSSC 22000 Food Safety Management System Implementation Workbook

Food Safety Team: ISO 22000 Implementation Guide

The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team their role in implementing an ISO 22000:2018 compliant Food Safety Management System.

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Top Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS
2. Determine the interested parties (Customer, Regulatory, Statutory and other) that are relevant to the FSMS
3. Determine Customer, Regulatory, Statutory and other relevant Food Safety requirements
4. Define the scope and boundaries of the FSMS
5. Develop a Food Safety Policy
6. Based on the Food Safety Policy establish Food Safety Objectives
7. Plan the establishment of the FSMS using the project planner
8. Provide adequate support to establish the FSMS
9. Ensure there is adequate infrastructure and work environment
10. Allocate responsibility and authority
11. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Top Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Food Service Manager		Food Safety and Quality Reporting Management Representative
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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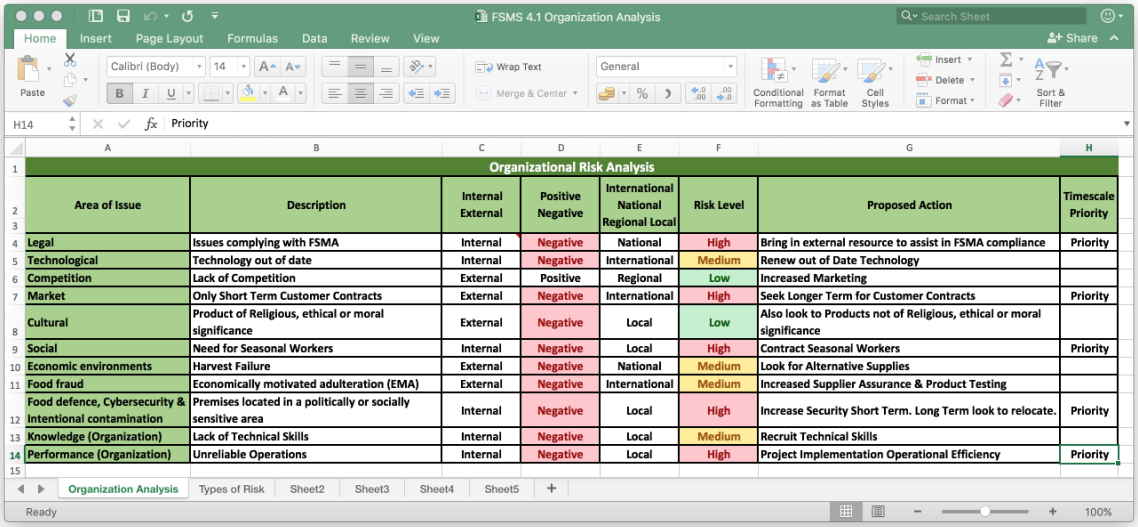
Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS

Top Management need to determine the internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS. In order to achieve this aim Top Management should out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

This analysis can be carried out using the FSMS 4.1 Organization Risk Analysis Tool included in the package:



The FSMS 4.1 Organization Risk Analysis Tool allows Top Management to summarise the Analysis by Area of Issue; Description of Issue; Whether Internal or External; Whether Positive or Negative; Whether International, National, Regional or Local; Risk Level; Proposed Action; Timescale and Priority.

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Top Management FSMS Implementation Checklist

The Top Management FSMS Implementation Meeting should follow the guidelines of the Top Management Implementation Checklist:

1	Top Management determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS	
	External & Internal Issues	Actions to address risks and opportunities
2	Top Management Determine the interested parties (Customer, Regulatory, Statutory and Other) that are relevant to the FSMS.	
	Interested Parties (Customer, Regulatory, Statutory and Other)	Details

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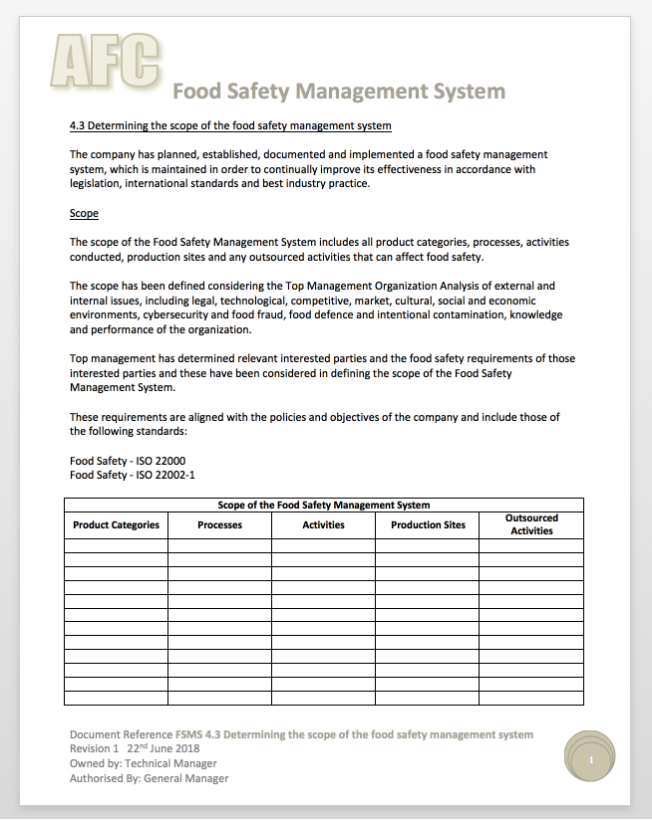
Top Management Define the Scope of the Food Safety Management System:

The define the scope of the Food Safety Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety.

All applicable customer, statutory and regulatory requirement and documents are identified including:

- Food Legislation
- Food Regulations
- National/International Standards
- Customer Codes of Practice

Top Management should establish a system (possibly through the Industry Federation) to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information should be used for reference and Hazard Analysis.



AFC Food Safety Management System

4.3 Determining the scope of the food safety management system

The company has planned, established, documented and implemented a food safety management system, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice.

Scope

The scope of the Food Safety Management System includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety.

The scope has been defined considering the Top Management Organization Analysis of external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

Top management has determined relevant interested parties and the food safety requirements of those interested parties and these have been considered in defining the scope of the Food Safety Management System.

These requirements are aligned with the policies and objectives of the company and include those of the following standards:

Food Safety - ISO 22000
Food Safety - ISO 22002-1

Scope of the Food Safety Management System				
Product Categories	Processes	Activities	Production Sites	Outsourced Activities

Document Reference FSMS 4.3 Determining the scope of the food safety management system
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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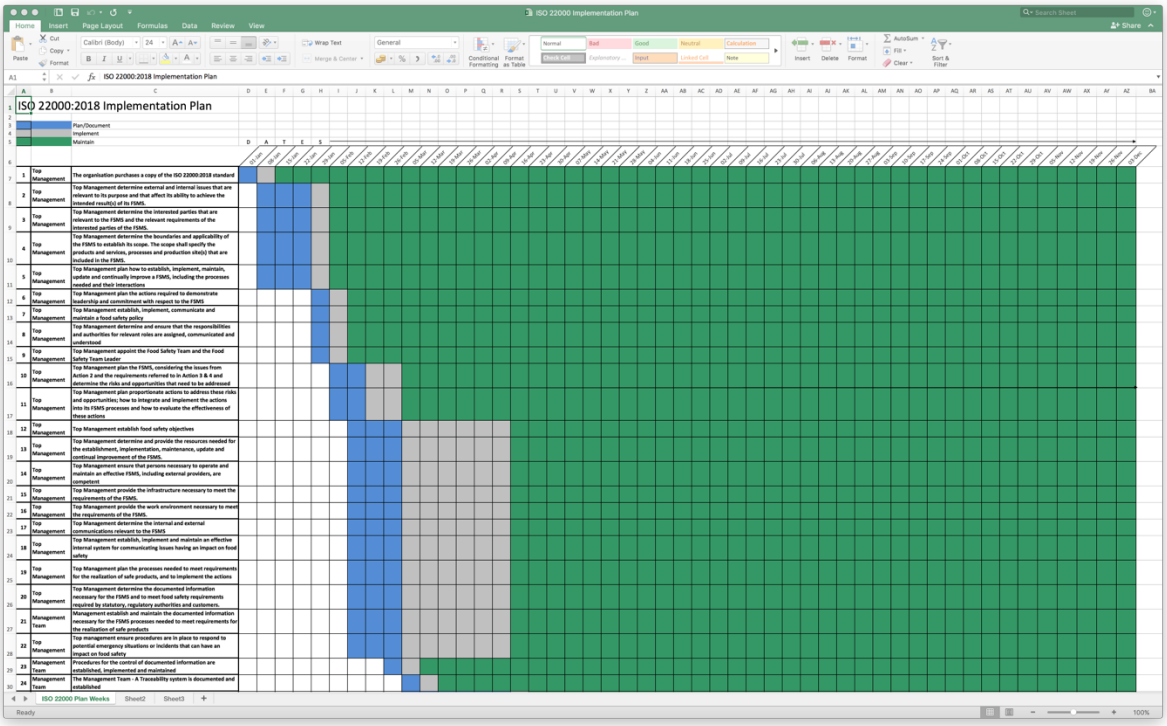
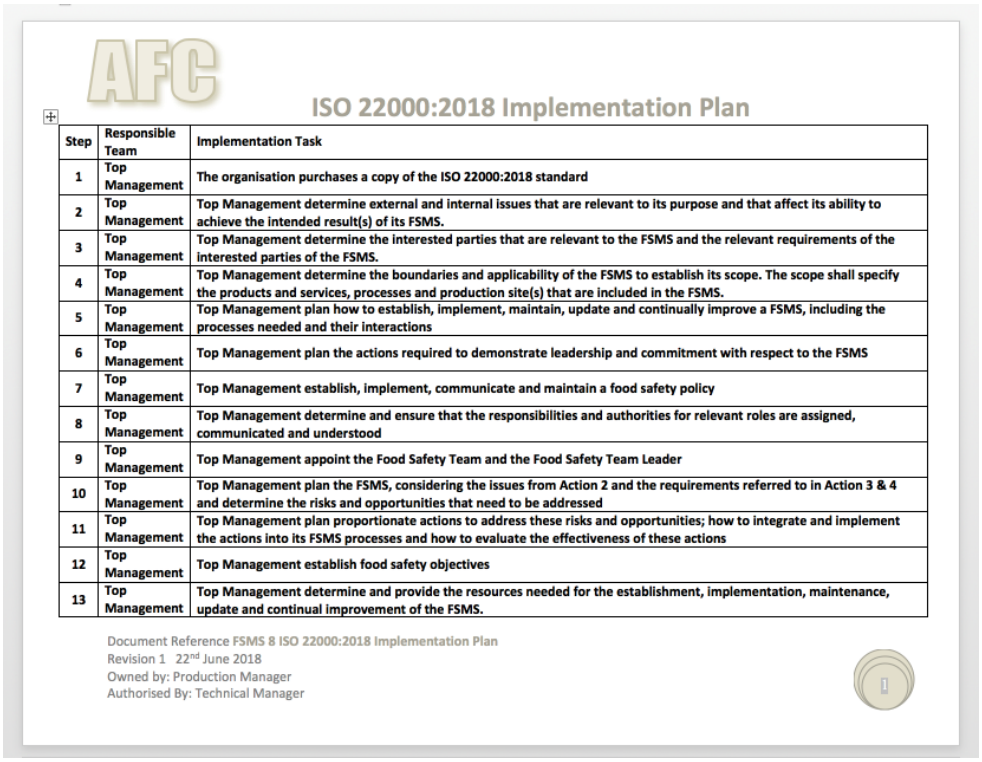
Top Management Establish the Project Plan

Using the Excel Project Planner Top Management adapt the template supplied with the system to establish a Project Plan.





AFC

ISO 22000:2018 Implementation Plan

Step	Responsible Team	Implementation Task
1	Top Management	The organisation purchases a copy of the ISO 22000:2018 standard
2	Top Management	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.
3	Top Management	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.
4	Top Management	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.
5	Top Management	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions
6	Top Management	Top Management plan the actions required to demonstrate leadership and commitment with respect to the FSMS
7	Top Management	Top Management establish, implement, communicate and maintain a food safety policy
8	Top Management	Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood
9	Top Management	Top Management appoint the Food Safety Team and the Food Safety Team Leader
10	Top Management	Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed
11	Top Management	Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions
12	Top Management	Top Management establish food safety objectives
13	Top Management	Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.

Document Reference FSMS 8 ISO 22000:2018 Implementation Plan
Revision 1 22nd June 2018
Owned by: Production Manager
Authorised By: Technical Manager

Top Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	**Name**	**Crisis Coordinator**	**Contact Details**
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Food Service Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		General Manager	
Bioterrorism		Managing Director	
Extortion or Sabotage		General Manager	
Product quality or safety		Food Service Manager	

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Top Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Food Service Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	Store Executives	Compare Purchase Order and Delivery Note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	Catering Staff	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Operations	Catering Staff	Maintain recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Catering Staff	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Catering Staff	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures

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Top Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

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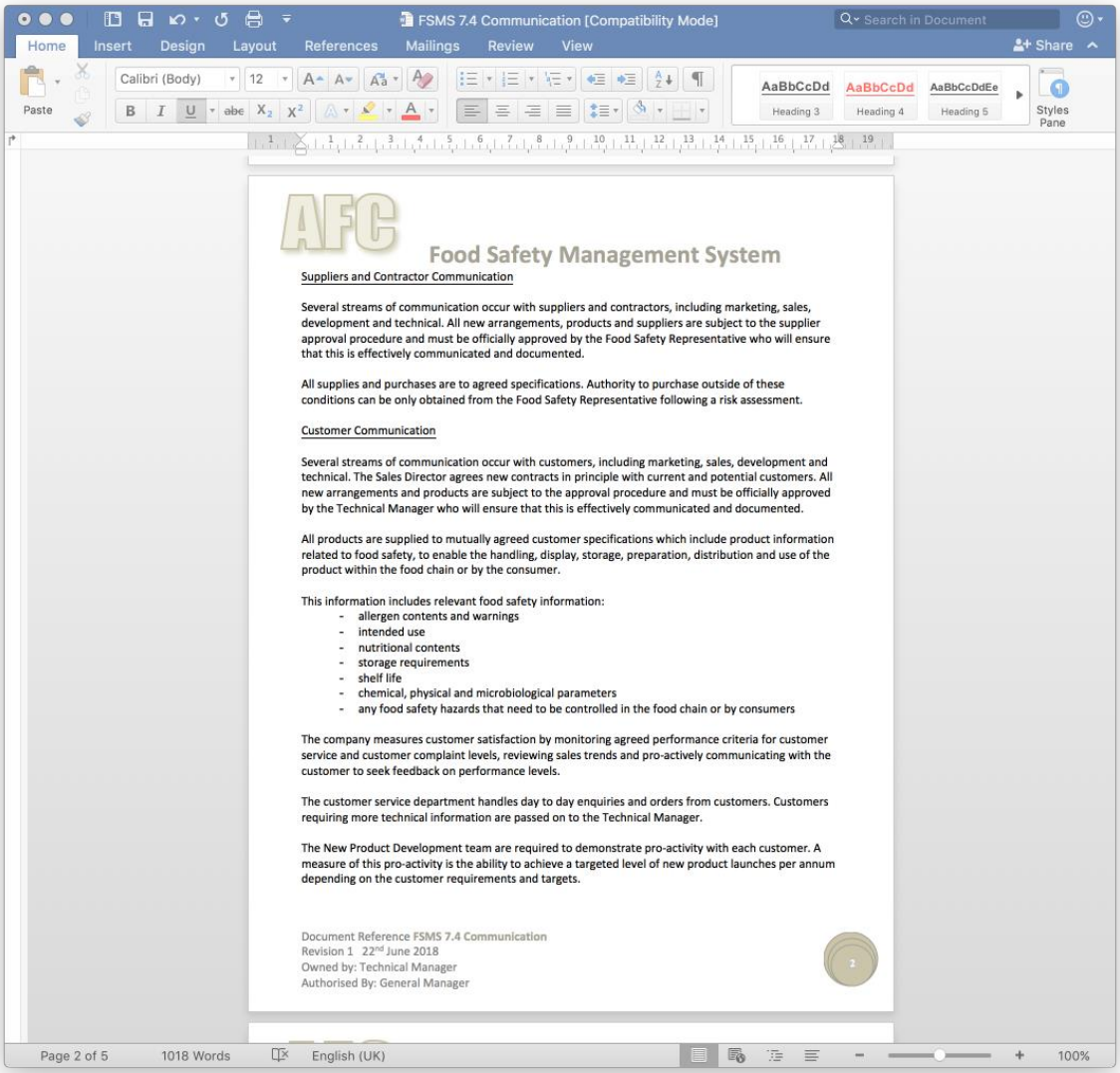
Top Management establish Communication Channels

Top Management must establish and document clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management should contained in the food safety and quality manual. The communication procedures should apply to all members of staff, both full time and temporary.

Procedures should be in place to address communication including:

Suppliers and Contractor Communication
Customer Communication
Food Authority Communication



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Step Three: Food Safety Management System

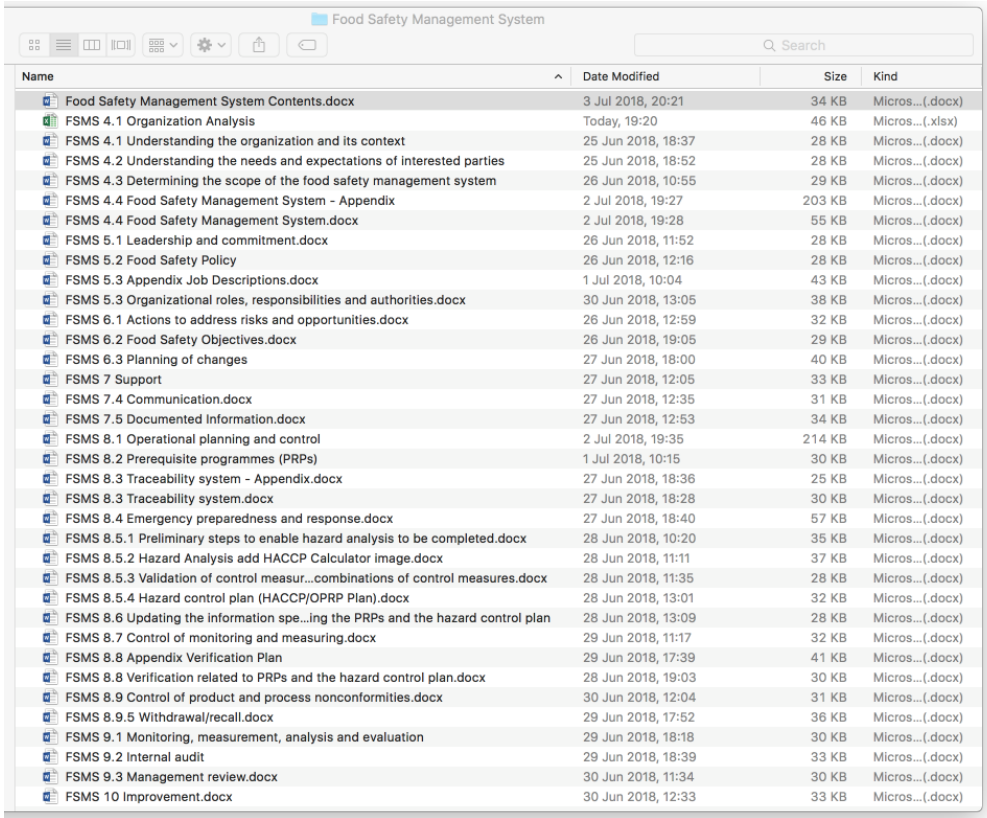
The Food Safety Management System contains a comprehensive ISO 22000 documentation package that you are now ready to implement:

- ✓ Food Safety Manual containing a set comprehensive procedures and record templates.
- ✓ HACCP manual containing food safety procedures and our unique HACCP Calculator.
- ✓ Laboratory manual including sample procedures and records.
- ✓ Prerequisite Programmes manual.

At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

Food Safety Manual

The Food Safety Management System folder contains comprehensive top level procedures templates that match the clauses of the ISO 22000:2018 standard and form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:



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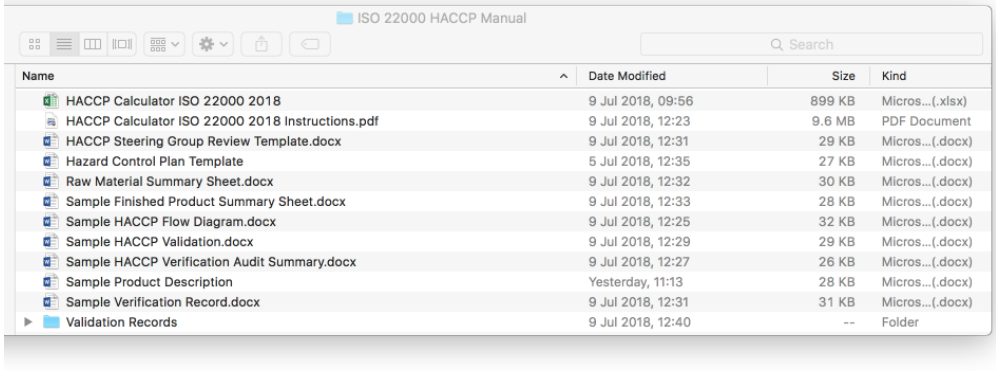
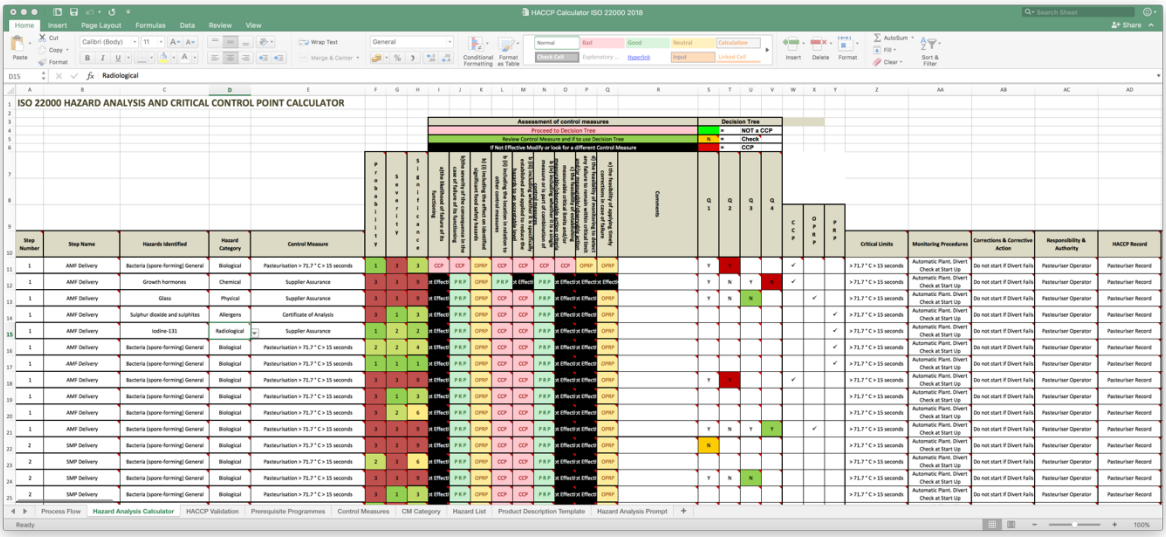
ISO 22000 HACCP Manual containing the HACCP Calculator

The HACCP System is defined in the following Food Safety Management System documents:

FSMS 8.5.1 Preliminary steps to enable hazard analysis
FSMS 8.5.2 Hazard analysis
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan
FSMS 8.7 Control of monitoring and measuring
FSMS 8.8 Verification related to PRPs and the hazard control plan

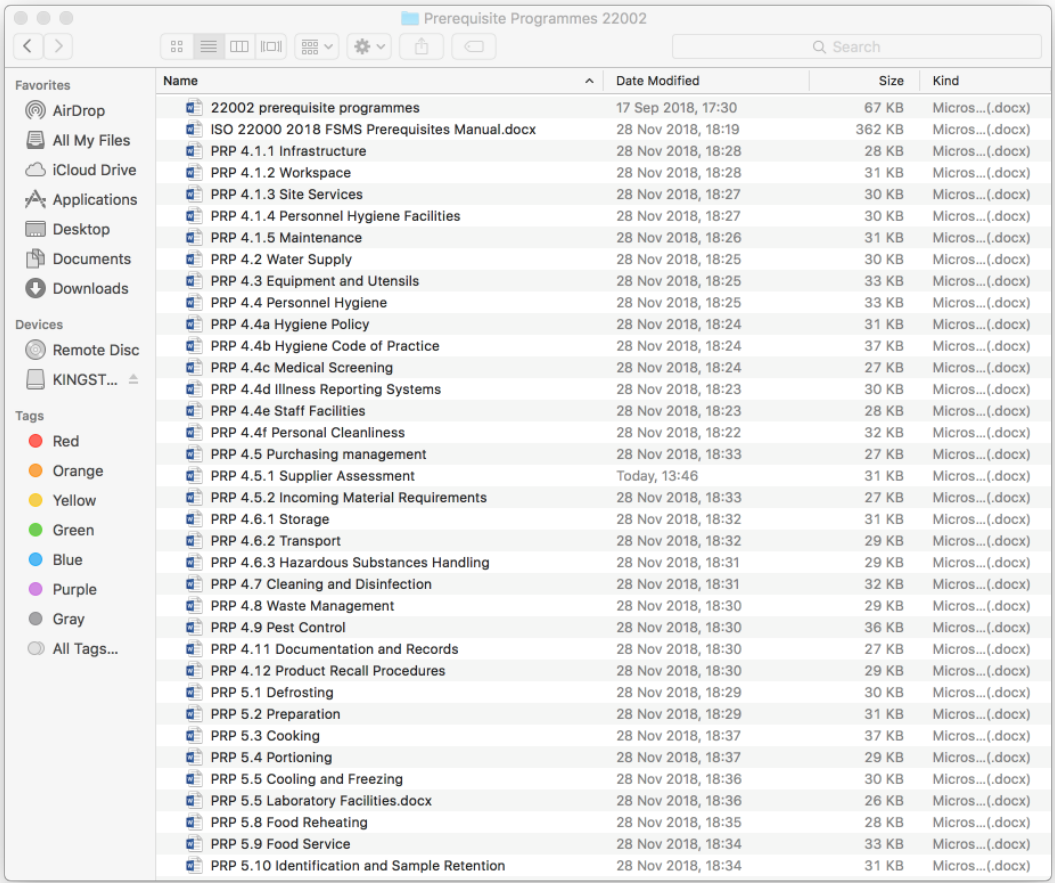
There are also supplementary ISO HACCP Manual documents including the HACCP Calculator ISO 22000 2018 & Instructions:



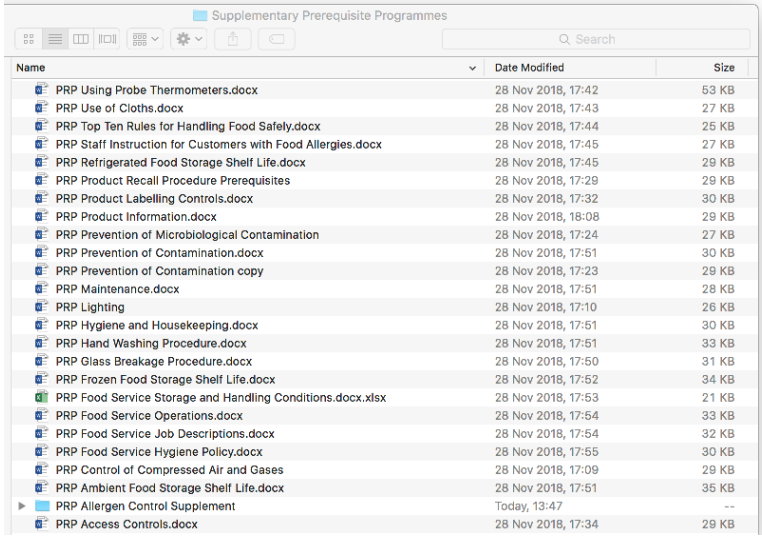


Prerequisite Programmes Manual

A comprehensive set of prerequisite programme templates compliant with TECHNICAL ISO/TS 22002-2:2013 Prerequisite programmes on food safety — Part 2: Catering



Supplementary Prerequisite Programmes Manual



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Step Four: Project 22000

This contains the project tools you will need to achieve FSSC 22000 certification. In this part of the package you will find:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Top Management
- ✓ The documents described previously are implemented as part of the Project Plan

Food Safety Management System Steering Group			
FSMS Team Member	**Name**	**Position**	**Qualification**
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

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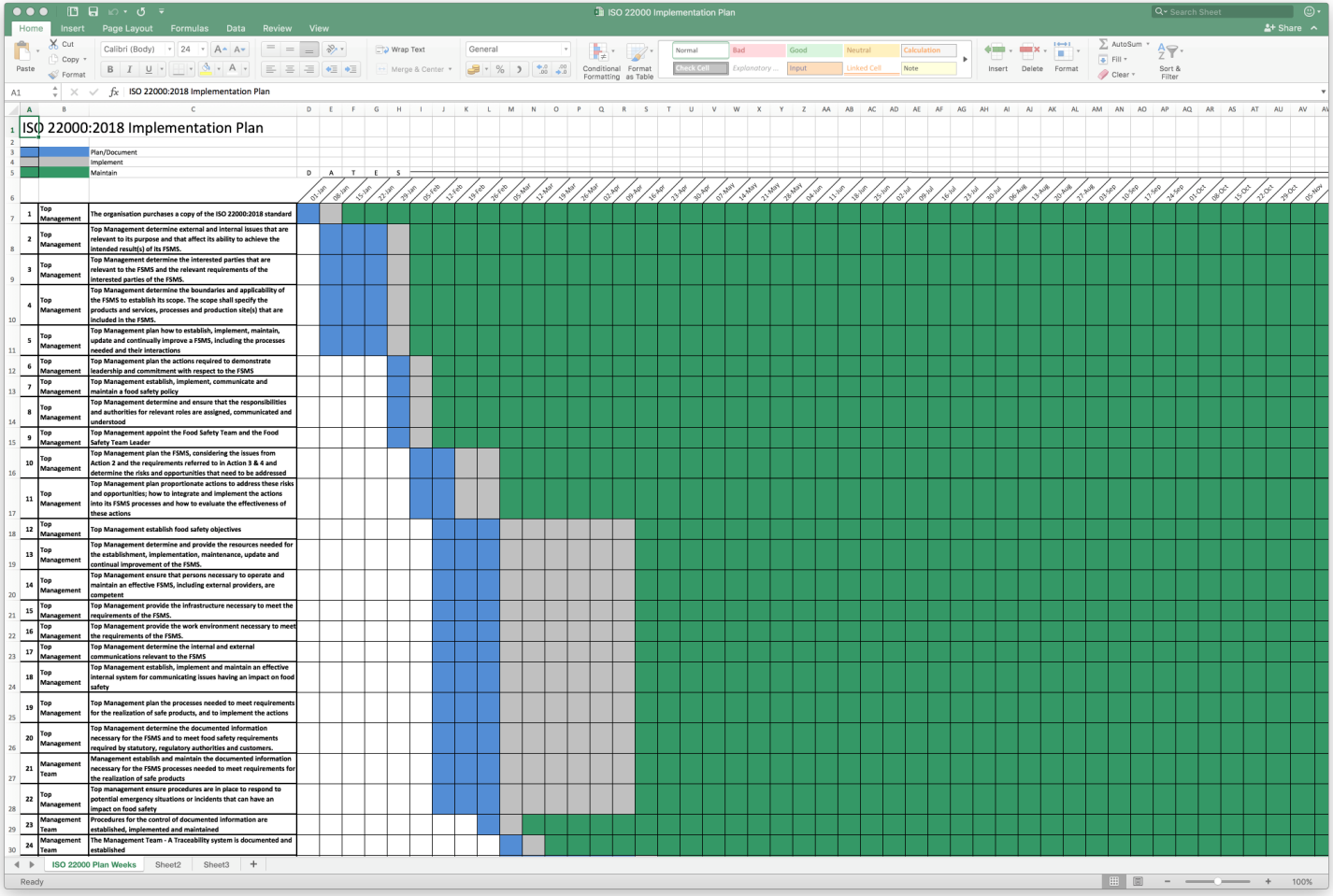
Project Plan

The Steering Group use the Excel Project Plan developed by Top Management as a step by step guide to implementing the Food Safety Management System.



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Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1	**The organisation purchases a copy of the ISO 22000:2018 standard**	**Top Management**			
2	**Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.**	**Top Management**			
3	**Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.**	**Top Management**			
4	**Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.**	**Top Management**			
5	**Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions**	**Top Management**			
6	**Top Management plan the actions**	**Top Management**			

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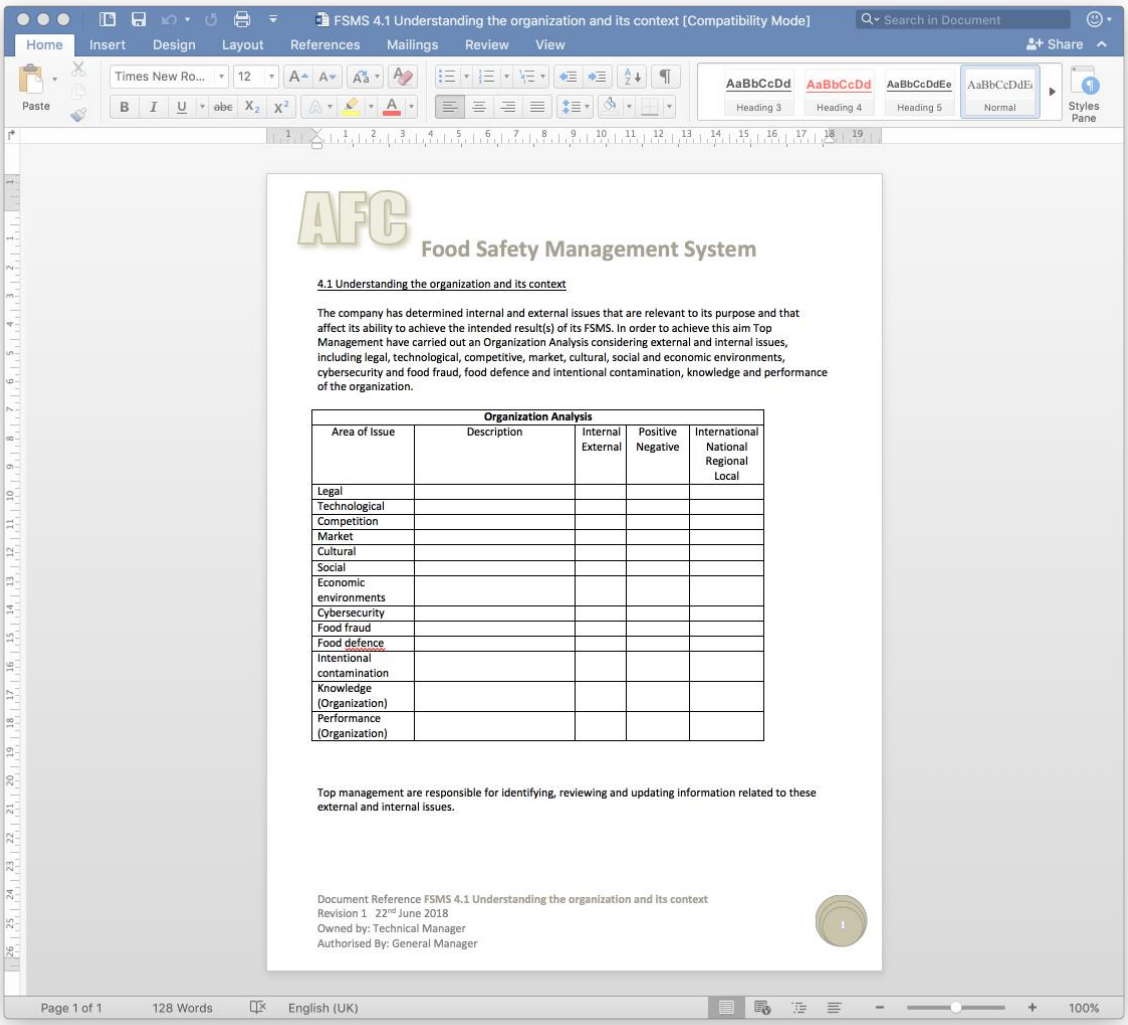
Food Safety Management System Document Implementation

The Food Safety Management System (FSMS) documents should be edited and procedures implemented as per the plan and relevant training given.

4 Context of the organization
FSMS 4.1 Understanding the organization and its context
FSMS 4.2 Understanding the needs and expectations of interested parties
FSMS 4.3 Determining the scope of the food safety management system
FSMS 4.4 Food safety management system



FSMS 4.1 Understanding the organization and its context [Compatibility Mode]

AFC Food Safety Management System

4.1 Understanding the organization and its context

The company has determined internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS. In order to achieve this aim Top Management have carried out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

Organization Analysis

Area of Issue	Description	Internal External	Positive Negative	International National Regional Local
Legal				
Technological				
Competition				
Market				
Cultural				
Social				
Economic environments				
Cybersecurity				
Food fraud				
Food defence				
Intentional contamination				
Knowledge (Organization)				
Performance (Organization)				

Top management are responsible for identifying, reviewing and updating information related to these external and internal issues.

Document Reference FSMS 4.1 Understanding the organization and its context
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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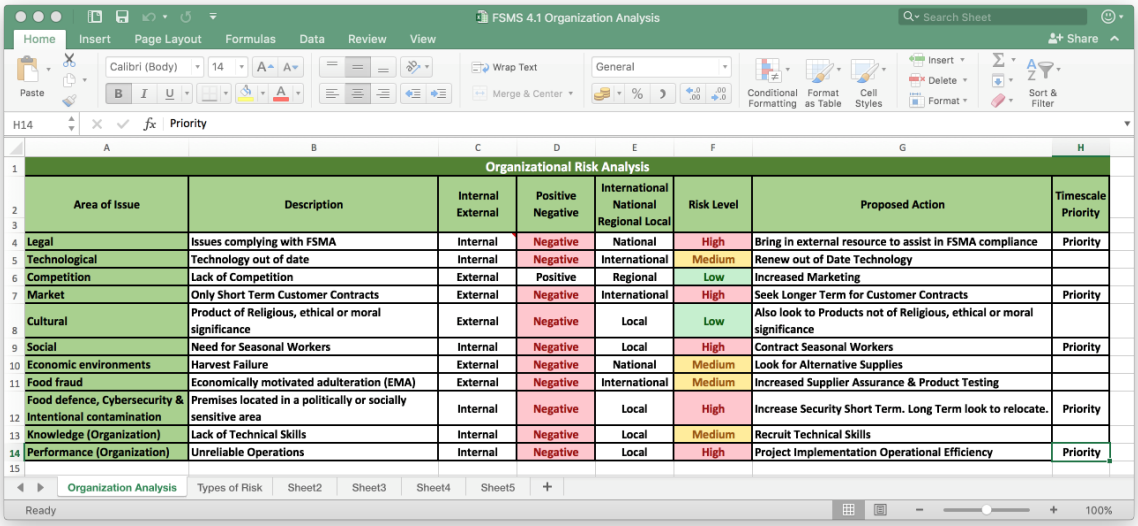
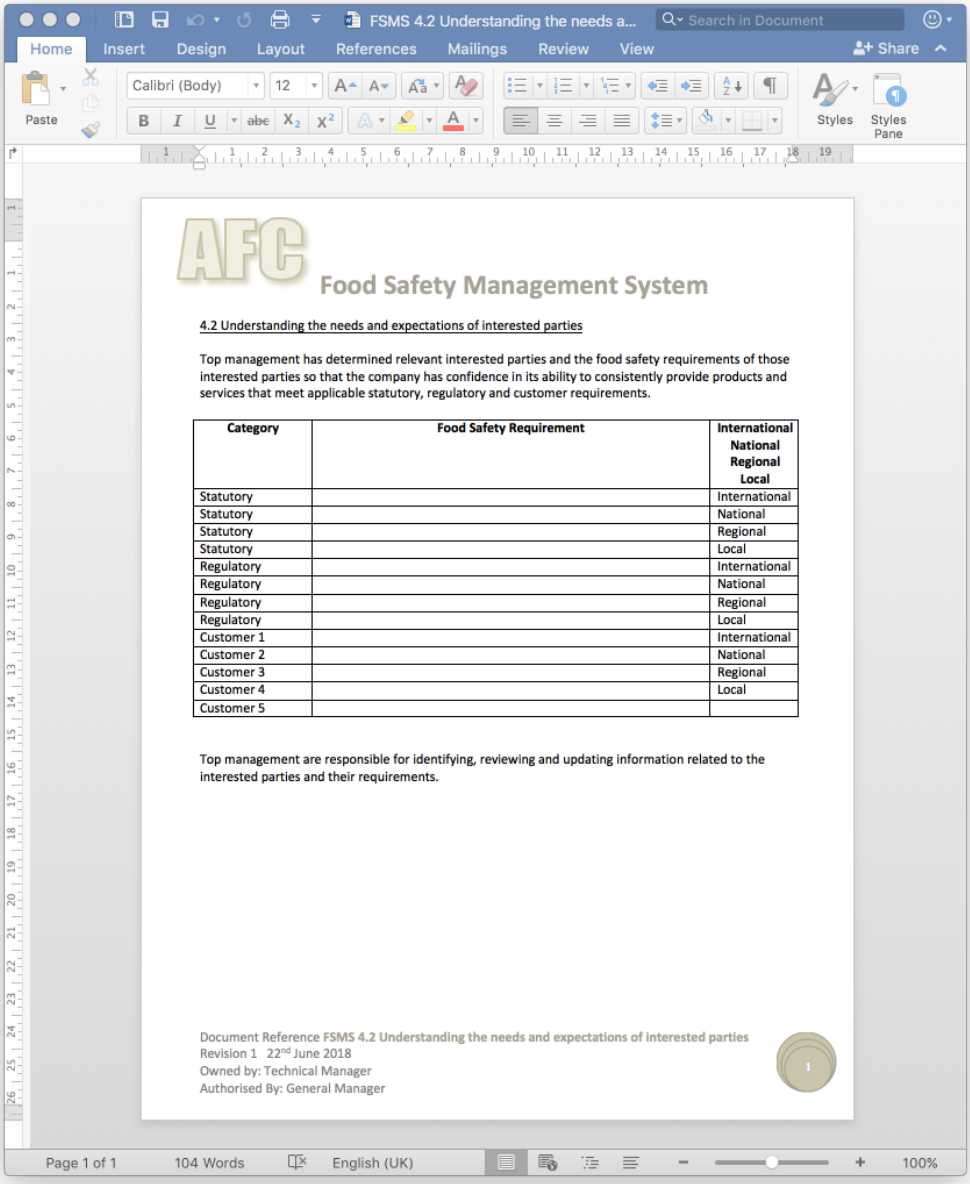


FSMS 4.1 Organization Analysis

Organizational Risk Analysis

Area of Issue	Description	Internal External	Positive Negative	International National Regional Local	Risk Level	Proposed Action	Timescale Priority
Legal	Issues complying with FSMA	Internal	Negative	National	High	Bring in external resource to assist in FSMA compliance	Priority
Technological	Technology out of date	Internal	Negative	International	Medium	Renew out of Date Technology	
Competition	Lack of Competition	External	Positive	Regional	Low	Increased Marketing	
Market	Only Short Term Customer Contracts	External	Negative	International	High	Seek Longer Term for Customer Contracts	Priority
Cultural	Product of Religious, ethical or moral significance	External	Negative	Local	Low	Also look to Products not of Religious, ethical or moral significance	
Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
Economic environments	Harvest Failure	External	Negative	National	Medium	Look for Alternative Supplies	
Food fraud	Economically motivated adulteration (EMA)	External	Negative	International	Medium	Increased Supplier Assurance & Product Testing	
Food defence, Cybersecurity & Intentional contamination	Premises located in a politically or socially sensitive area	Internal	Negative	Local	High	Increase Security Short Term. Long Term look to relocate.	Priority
Knowledge (Organization)	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	
Performance (Organization)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority



FSMS 4.2 Understanding the needs a...

AFC Food Safety Management System

4.2 Understanding the needs and expectations of interested parties

Top management has determined relevant interested parties and the food safety requirements of those interested parties so that the company has confidence in its ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements.

Category	Food Safety Requirement	International National Regional Local
Statutory		International
Statutory		National
Statutory		Regional
Statutory		Local
Regulatory		International
Regulatory		National
Regulatory		Regional
Regulatory		Local
Customer 1		International
Customer 2		National
Customer 3		Regional
Customer 4		Local
Customer 5		

Top management are responsible for identifying, reviewing and updating information related to the interested parties and their requirements.

Document Reference FSMS 4.2 Understanding the needs and expectations of interested parties
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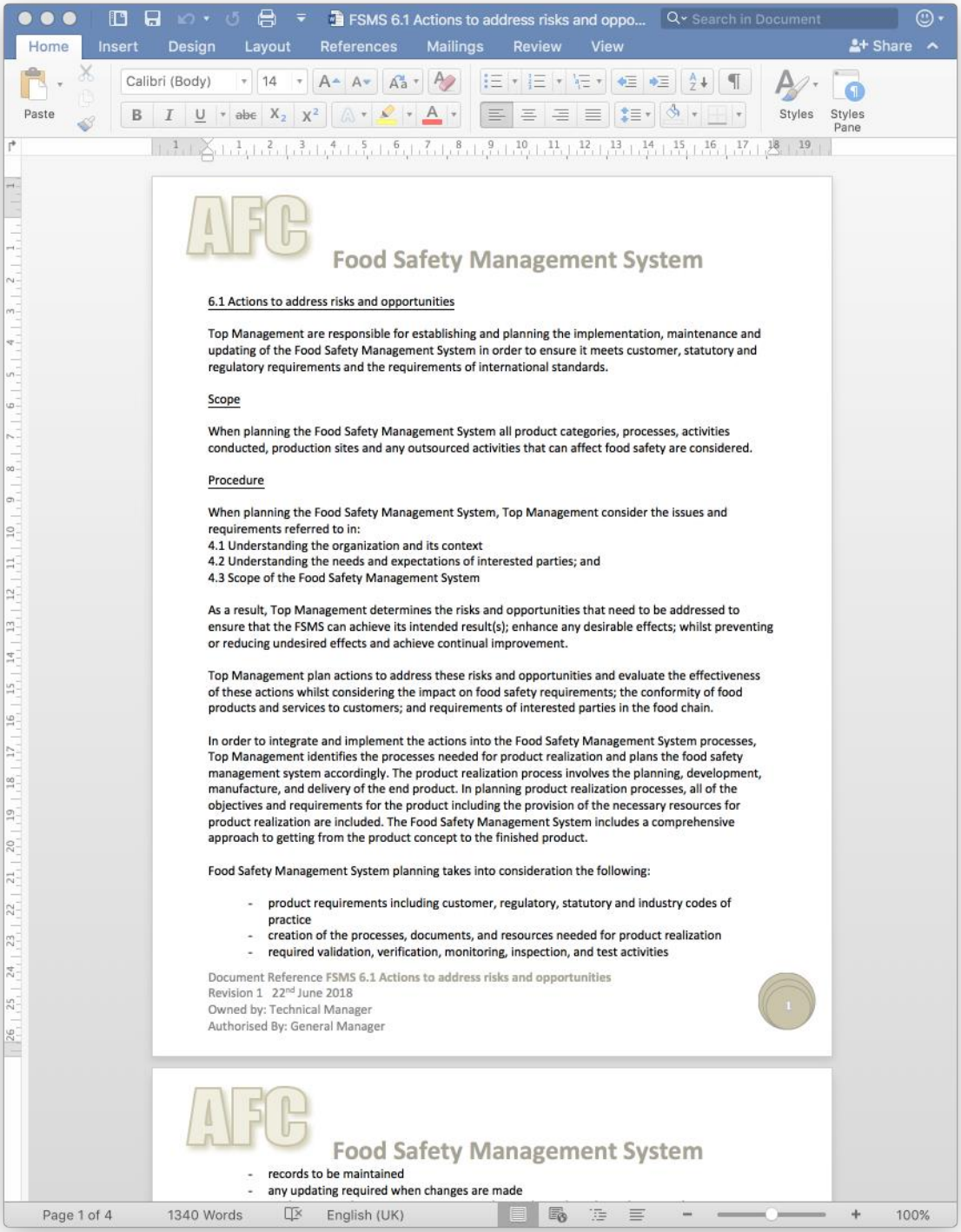
6 Planning

FSMS 6.1 Actions to address risks and opportunities
FSMS 6.2 Objectives of the food safety management system and planning to achieve them
FSMS 6.3 Planning of changes



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Food Safety Management System

6.1 Actions to address risks and opportunities

Top Management are responsible for establishing and planning the implementation, maintenance and updating of the Food Safety Management System in order to ensure it meets customer, statutory and regulatory requirements and the requirements of international standards.

Scope

When planning the Food Safety Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety are considered.

Procedure

When planning the Food Safety Management System, Top Management consider the issues and requirements referred to in:
4.1 Understanding the organization and its context
4.2 Understanding the needs and expectations of interested parties; and
4.3 Scope of the Food Safety Management System

As a result, Top Management determines the risks and opportunities that need to be addressed to ensure that the FSMS can achieve its intended result(s); enhance any desirable effects; whilst preventing or reducing undesired effects and achieve continual improvement.

Top Management plan actions to address these risks and opportunities and evaluate the effectiveness of these actions whilst considering the impact on food safety requirements; the conformity of food products and services to customers; and requirements of interested parties in the food chain.

In order to integrate and implement the actions into the Food Safety Management System processes, Top Management identifies the processes needed for product realization and plans the food safety management system accordingly. The product realization process involves the planning, development, manufacture, and delivery of the end product. In planning product realization processes, all of the objectives and requirements for the product including the provision of the necessary resources for product realization are included. The Food Safety Management System includes a comprehensive approach to getting from the product concept to the finished product.

Food Safety Management System planning takes into consideration the following:

- product requirements including customer, regulatory, statutory and industry codes of practice
- creation of the processes, documents, and resources needed for product realization
- required validation, verification, monitoring, inspection, and test activities

Document Reference FSMS 6.1 Actions to address risks and opportunities
Revision 1 22nd June 2018
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Food Safety Management System

- records to be maintained
- any updating required when changes are made

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Food Safety Management System

6.3 Planning of changes

Top Management determines the need for changes to the Food Safety Management system and plans those changes. When changes are made, Top Management consider:

- the purpose of the changes and their potential consequences
- the availability of resources to effectively implement the changes
- the allocation or re-allocation of responsibilities and authorities

Top Management are responsible for ensuring that the changes are carried out in a planned manner and effectively communicated.

Changes are subject to Process Change Approval and a Process Change Approval Form is completed:

Process Change Approval			
Process Change Proposed			Proposer
Description			
Reason for Change			
Process Change Category			
Raw Material ☐	Supplier ☐	Process Change ☐	Equipment ☐
Recipe ☐	Personnel ☐	Customer ☐	New Product ☐
Full details of proposed change			Proposer

Document Reference FSMS 6.3 Planning of changes
Revision 1 22nd June 2018
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Authorised By: General Manager

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Food Safety Management System

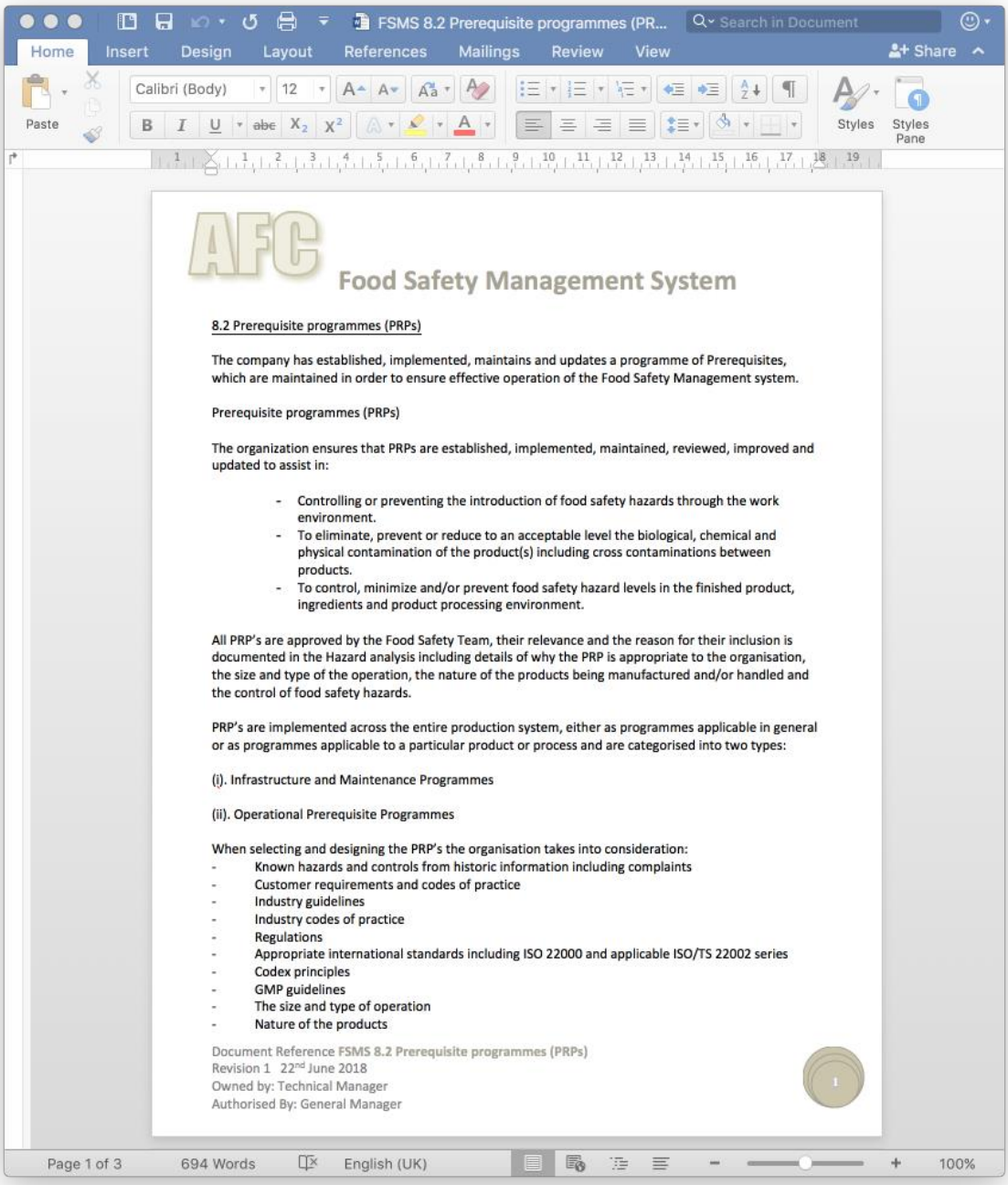
Risk Assessment Summary and Change Categorisation		Technical Manager

Page 1 of 8 1999 Words English (UK) 100%

Prerequisite Programme Document Implementation

The Prerequisite Programme documents should be edited and procedures implemented as per the plan and relevant training given. It is advisable that all involved particularly the Food Safety/HACCP Team view all training presentations first.

FSMS 8.2 Prerequisite programmes (PRPs)



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Food Safety Management System

8.2 Prerequisite programmes (PRPs)

The company has established, implemented, maintains and updates a programme of Prerequisites, which are maintained in order to ensure effective operation of the Food Safety Management system.

Prerequisite programmes (PRPs)

The organization ensures that PRPs are established, implemented, maintained, reviewed, improved and updated to assist in:

- Controlling or preventing the introduction of food safety hazards through the work environment.
- To eliminate, prevent or reduce to an acceptable level the biological, chemical and physical contamination of the product(s) including cross contaminations between products.
- To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.

All PRP's are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard analysis including details of why the PRP is appropriate to the organisation, the size and type of the operation, the nature of the products being manufactured and/or handled and the control of food safety hazards.

PRP's are implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a particular product or process and are categorised into two types:

(i). Infrastructure and Maintenance Programmes

(ii). Operational Prerequisite Programmes

When selecting and designing the PRP's the organisation takes into consideration:

- Known hazards and controls from historic information including complaints
- Customer requirements and codes of practice
- Industry guidelines
- Industry codes of practice
- Regulations
- Appropriate international standards including ISO 22000 and applicable ISO/TS 22002 series
- Codex principles
- GMP guidelines
- The size and type of operation
- Nature of the products

Document Reference FSMS 8.2 Prerequisite programmes (PRPs)
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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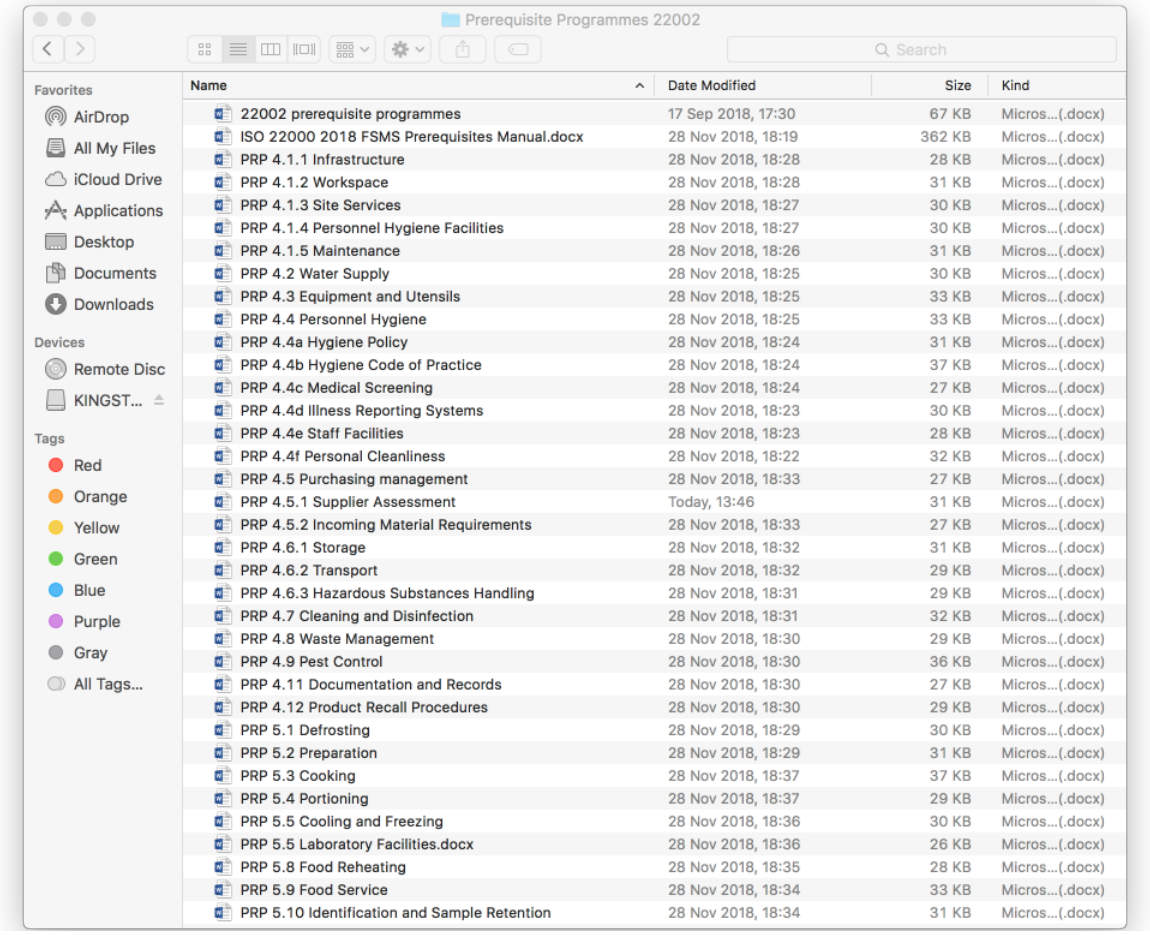
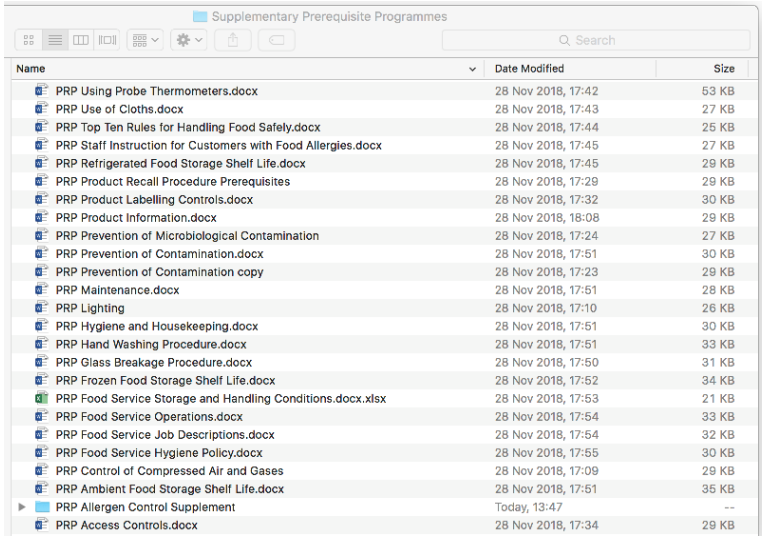
Select, Edit and Implement Relevant Prerequisite Programmes from the PRPs folder:



Supplementary Prerequisite Programmes Manual



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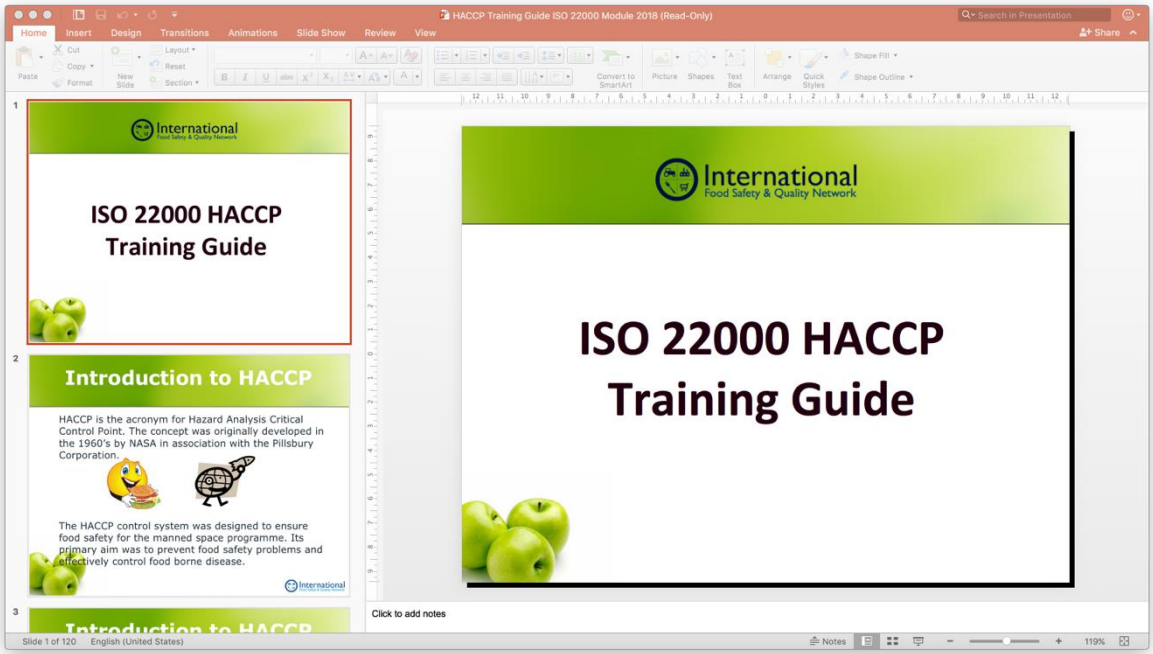
HACCP Training

An illustrated PowerPoint HACCP training presentation is supplied to train your food safety team.



The HACCP documents should be edited and procedures implemented by the Food Safety Team as per the plan.

8.5 Hazard control
FSMS 8.5.1 Preliminary steps to enable hazard analysis
FSMS 8.5.2 Hazard analysis
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan
FSMS 8.8 Verification related to PRPs and the hazard control plan

The Management Team will also be editing implementing procedures:
FSMS 8.1 Operational planning and control
FSMS 8.3 Traceability system
FSMS 8.4 Emergency preparedness and response
FSMS 8.7 Control of monitoring and measuring
FSMS 8.9 Control of product and process nonconformities
FSMS 8.9.5 Withdrawal/recall

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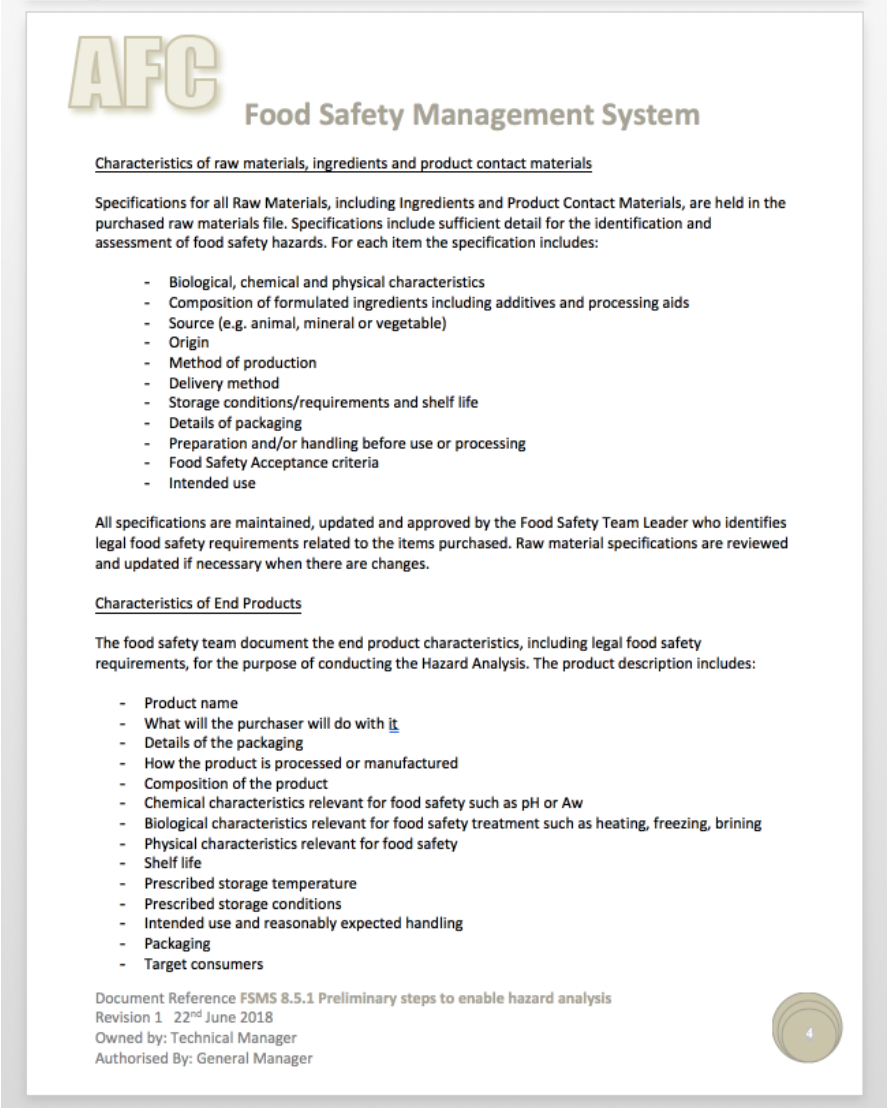
8.5 Hazard control

The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.1 Preliminary steps to enable hazard analysis



AFC

Food Safety Management System

Characteristics of raw materials, ingredients and product contact materials

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file. Specifications include sufficient detail for the identification and assessment of food safety hazards. For each item the specification includes:

- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Source (e.g. animal, mineral or vegetable)
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements and shelf life
- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

All specifications are maintained, updated and approved by the Food Safety Team Leader who identifies legal food safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there are changes.

Characteristics of End Products

The food safety team document the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description includes:

- Product name
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Composition of the product
- Chemical characteristics relevant for food safety such as pH or Aw
- Biological characteristics relevant for food safety treatment such as heating, freezing, brining
- Physical characteristics relevant for food safety
- Shelf life
- Prescribed storage temperature
- Prescribed storage conditions
- Intended use and reasonably expected handling
- Packaging
- Target consumers

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

This document covers the following:

HACCP (Food Safety) Team
HACCP Scope
Characteristics of raw materials, ingredients and product contact materials
Characteristics of End Products
Intended Use
Preparation of the flow diagrams
The flow chart is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart.

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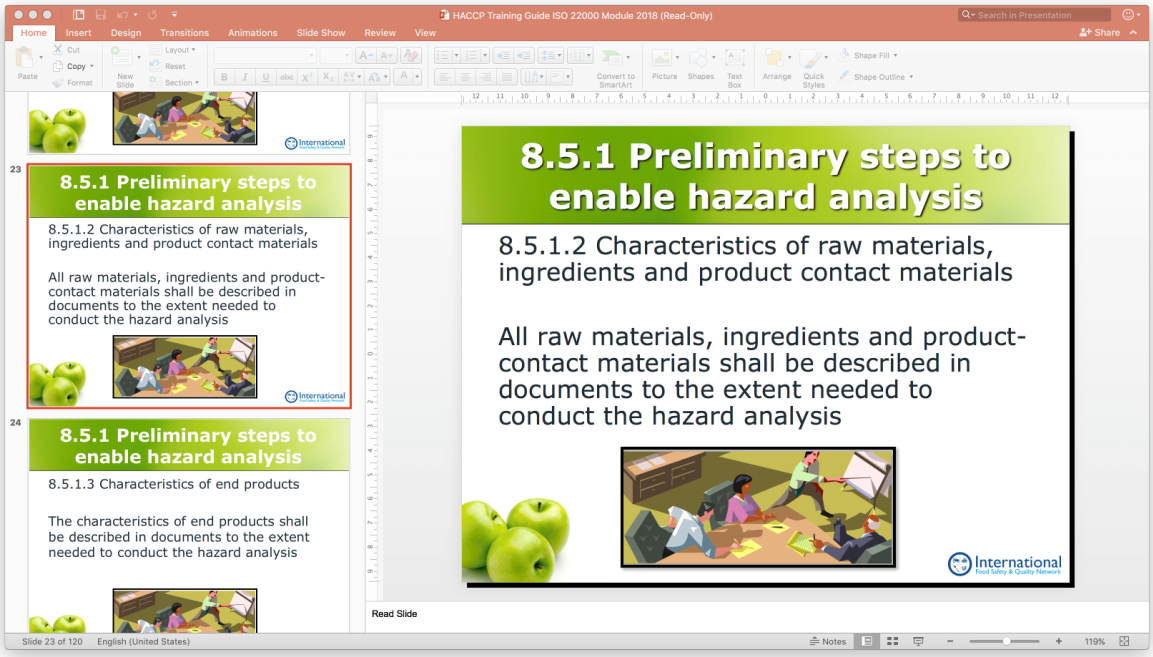
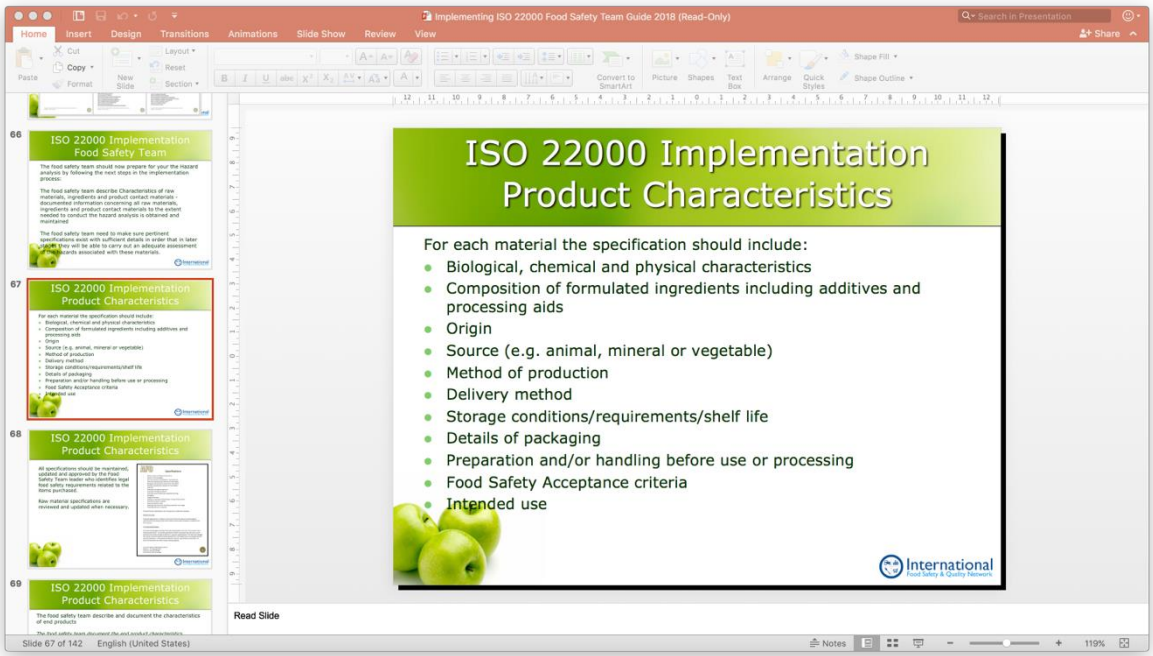
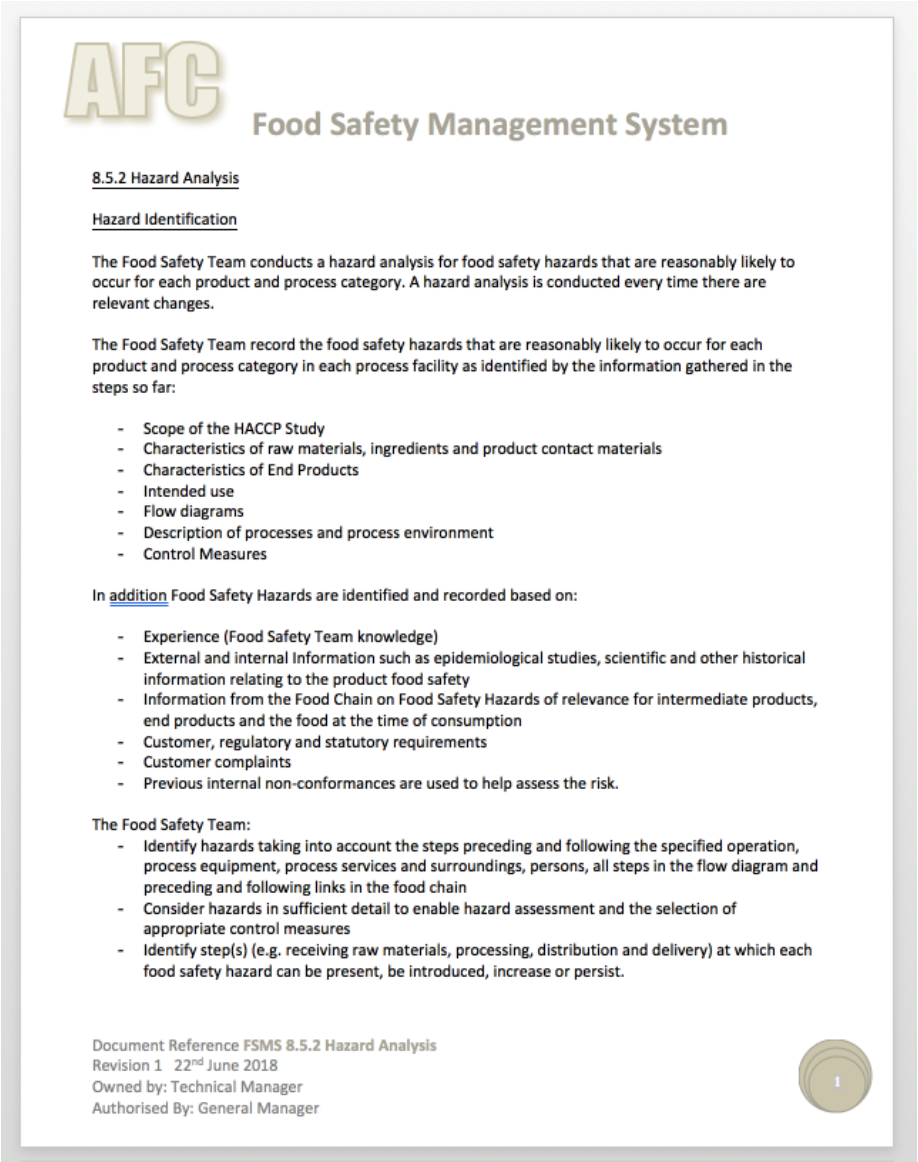
Description of processes and process environment
There is guidance in HACCP Training Guide ISO 22000 Module 2018



There is also guidance in Implementing ISO 22000 Food Safety Team Guide 2018



The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.2 Hazard Analysis



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Food Safety Management System

8.5.2 Hazard Analysis

Hazard Identification

The Food Safety Team conducts a hazard analysis for food safety hazards that are reasonably likely to occur for each product and process category. A hazard analysis is conducted every time there are relevant changes.

The Food Safety Team record the food safety hazards that are reasonably likely to occur for each product and process category in each process facility as identified by the information gathered in the steps so far:

- Scope of the HACCP Study
- Characteristics of raw materials, ingredients and product contact materials
- Characteristics of End Products
- Intended use
- Flow diagrams
- Description of processes and process environment
- Control Measures

In addition Food Safety Hazards are identified and recorded based on:

- Experience (Food Safety Team knowledge)
- External and internal Information such as epidemiological studies, scientific and other historical information relating to the product food safety
- Information from the Food Chain on Food Safety Hazards of relevance for intermediate products, end products and the food at the time of consumption
- Customer, regulatory and statutory requirements
- Customer complaints
- Previous internal non-conformances are used to help assess the risk.

The Food Safety Team:

- Identify hazards taking into account the steps preceding and following the specified operation, process equipment, process services and surroundings, persons, all steps in the flow diagram and preceding and following links in the food chain
- Consider hazards in sufficient detail to enable hazard assessment and the selection of appropriate control measures
- Identify step(s) (e.g. receiving raw materials, processing, distribution and delivery) at which each food safety hazard can be present, be introduced, increase or persist.

Document Reference FSMS 8.5.2 Hazard Analysis
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

This document covers the following:

Hazard Identification
Food Safety Hazard Analysis Prompt
Determination of Acceptable Levels
Hazard Assessment
Selection and Assessment of Control Measures

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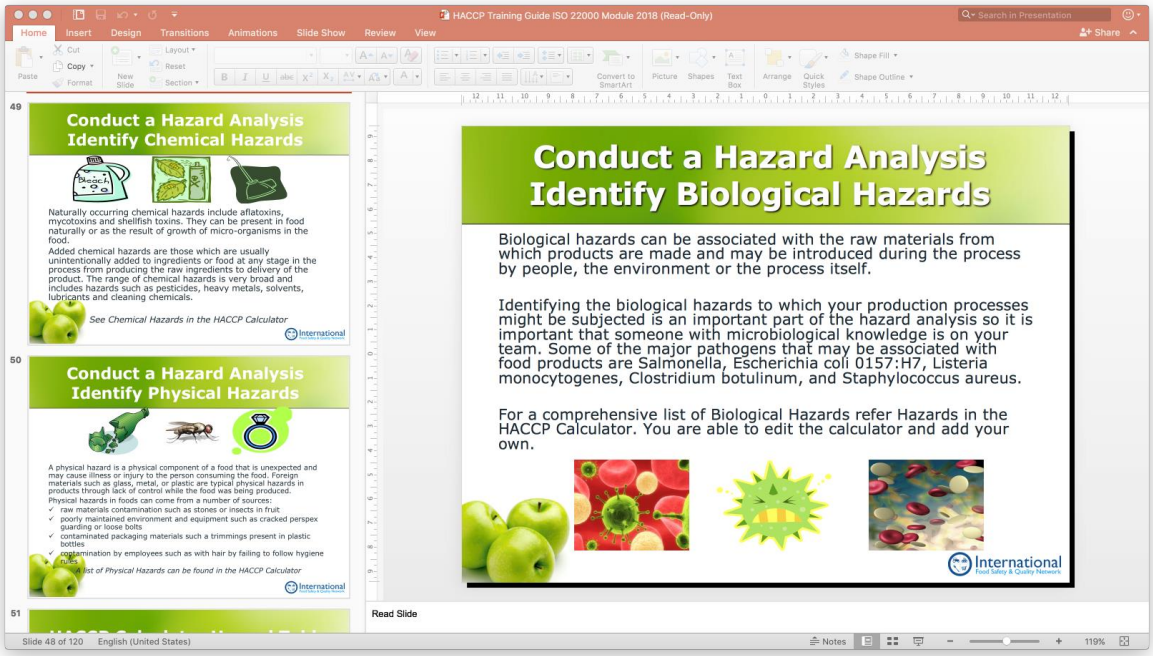
There is guidance in HACCP Training Guide ISO 22000 Module 2018



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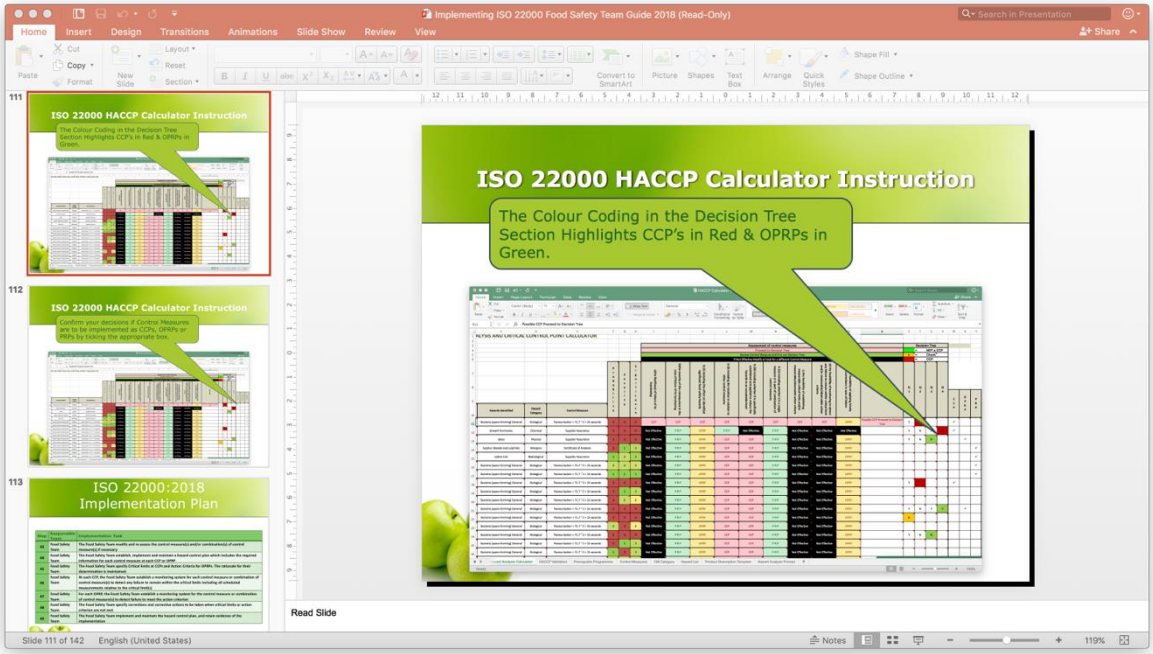
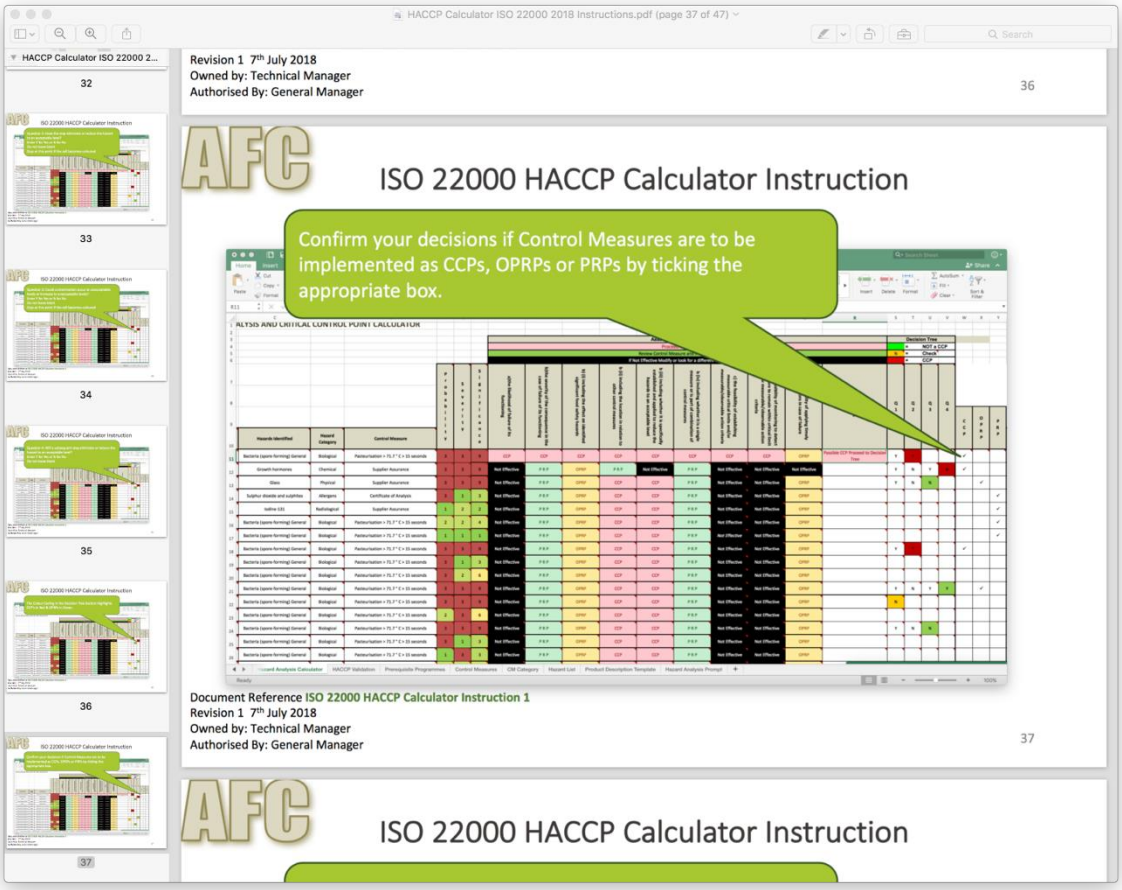
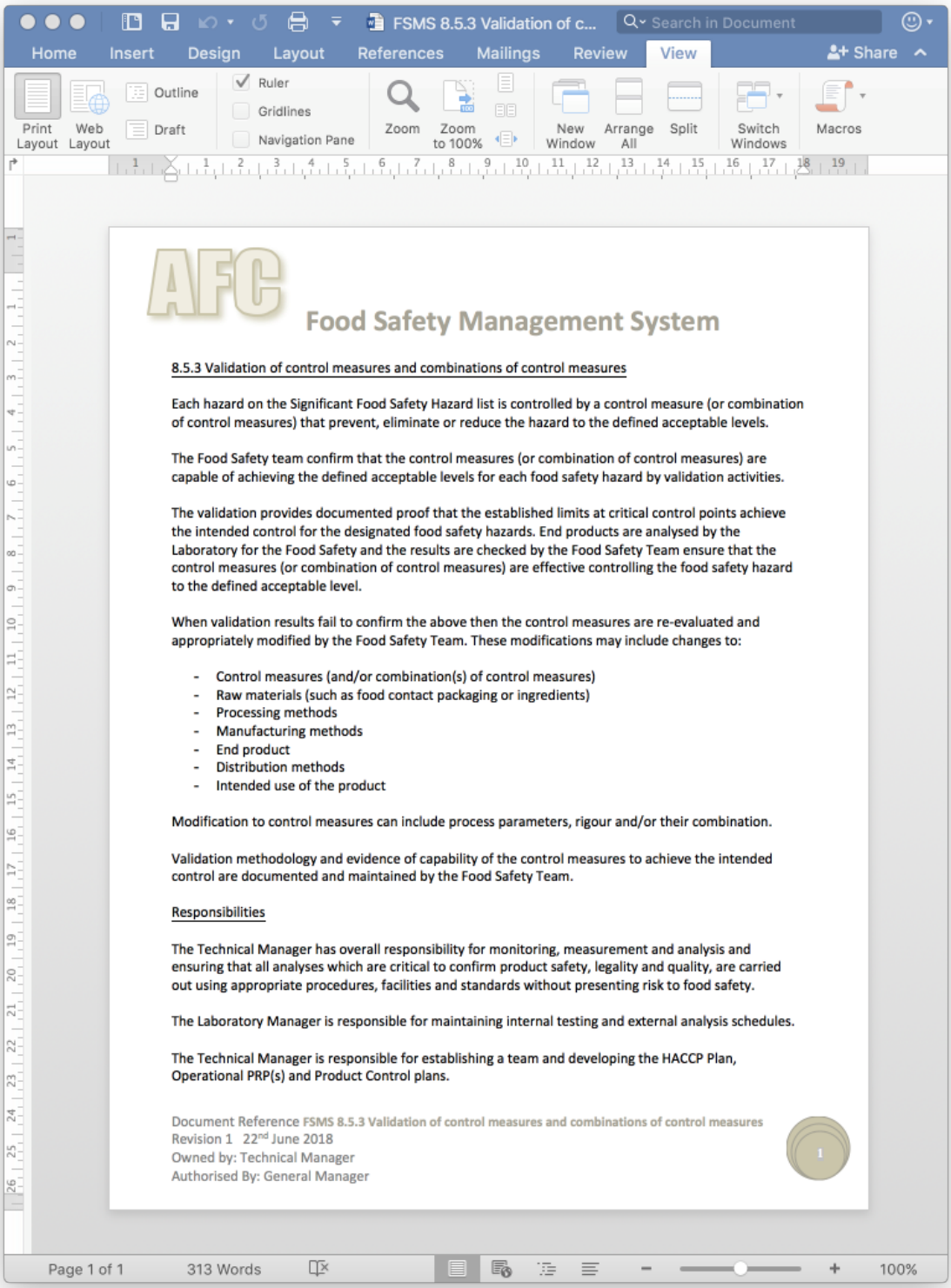
There is also guidance in Implementing ISO 22000 Food Safety Team Guide 2018



There is also guidance in HACCP Calculator ISO 22000 2018 Instructions



The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.3 Validation of control measures and combinations of control measures



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Food Safety Management System

8.5.3 Validation of control measures and combinations of control measures

Each hazard on the Significant Food Safety Hazard list is controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels.

The Food Safety team confirm that the control measures (or combination of control measures) are capable of achieving the defined acceptable levels for each food safety hazard by validation activities.

The validation provides documented proof that the established limits at critical control points achieve the intended control for the designated food safety hazards. End products are analysed by the Laboratory for the Food Safety and the results are checked by the Food Safety Team ensure that the control measures (or combination of control measures) are effective controlling the food safety hazard to the defined acceptable level.

When validation results fail to confirm the above then the control measures are re-evaluated and appropriately modified by the Food Safety Team. These modifications may include changes to:

- Control measures (and/or combination(s) of control measures)
- Raw materials (such as food contact packaging or ingredients)
- Processing methods
- Manufacturing methods
- End product
- Distribution methods
- Intended use of the product

Modification to control measures can include process parameters, rigour and/or their combination.

Validation methodology and evidence of capability of the control measures to achieve the intended control are documented and maintained by the Food Safety Team.

Responsibilities

The Technical Manager has overall responsibility for monitoring, measurement and analysis and ensuring that all analyses which are critical to confirm product safety, legality and quality, are carried out using appropriate procedures, facilities and standards without presenting risk to food safety.

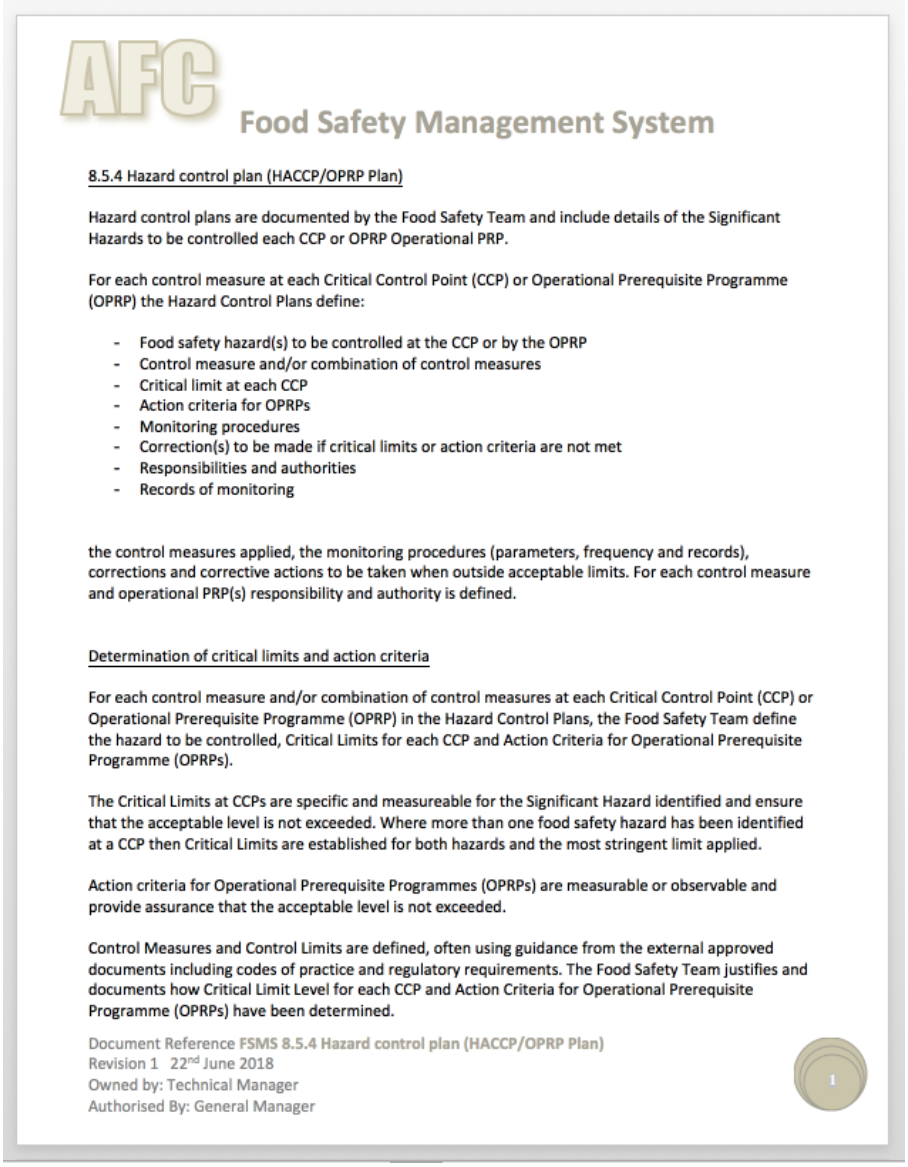
The Laboratory Manager is responsible for maintaining internal testing and external analysis schedules.

The Technical Manager is responsible for establishing a team and developing the HACCP Plan, Operational PRP(s) and Product Control plans.

Document Reference FSMS 8.5.3 Validation of control measures and combinations of control measures
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 1 313 Words 100%

There is guidance in Implementing ISO 22000 Food Safety Team Guide 2018, HACCP Calculator ISO 22000 2018 Instructions and HACCP Training Guide ISO 22000 Module 2018.
The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)



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Food Safety Management System

8.5.4 Hazard control plan (HACCP/OPRP Plan)

Hazard control plans are documented by the Food Safety Team and include details of the Significant Hazards to be controlled each CCP or OPRP Operational PRP.

For each control measure at each Critical Control Point (CCP) or Operational Prerequisite Programme (OPRP) the Hazard Control Plans define:

- Food safety hazard(s) to be controlled at the CCP or by the OPRP
- Control measure and/or combination of control measures
- Critical limit at each CCP
- Action criteria for OPRPs
- Monitoring procedures
- Correction(s) to be made if critical limits or action criteria are not met
- Responsibilities and authorities
- Records of monitoring

the control measures applied, the monitoring procedures (parameters, frequency and records), corrections and corrective actions to be taken when outside acceptable limits. For each control measure and operational PRP(s) responsibility and authority is defined.

Determination of critical limits and action criteria

For each control measure and/or combination of control measures at each Critical Control Point (CCP) or Operational Prerequisite Programme (OPRP) in the Hazard Control Plans, the Food Safety Team define the hazard to be controlled, Critical Limits for each CCP and Action Criteria for Operational Prerequisite Programme (OPRPs).

The Critical Limits at CCPs are specific and measureable for the Significant Hazard identified and ensure that the acceptable level is not exceeded. Where more than one food safety hazard has been identified at a CCP then Critical Limits are established for both hazards and the most stringent limit applied.

Action criteria for Operational Prerequisite Programmes (OPRPs) are measurable or observable and provide assurance that the acceptable level is not exceeded.

Control Measures and Control Limits are defined, often using guidance from the external approved documents including codes of practice and regulatory requirements. The Food Safety Team justifies and documents how Critical Limit Level for each CCP and Action Criteria for Operational Prerequisite Programme (OPRPs) have been determined.

Document Reference FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

This document covers the following:

Determination of critical limits and action criteria
Monitoring systems at CCPs and for OPRPs
Actions when critical limits or action criteria are not met
Implementation of the hazard control plan

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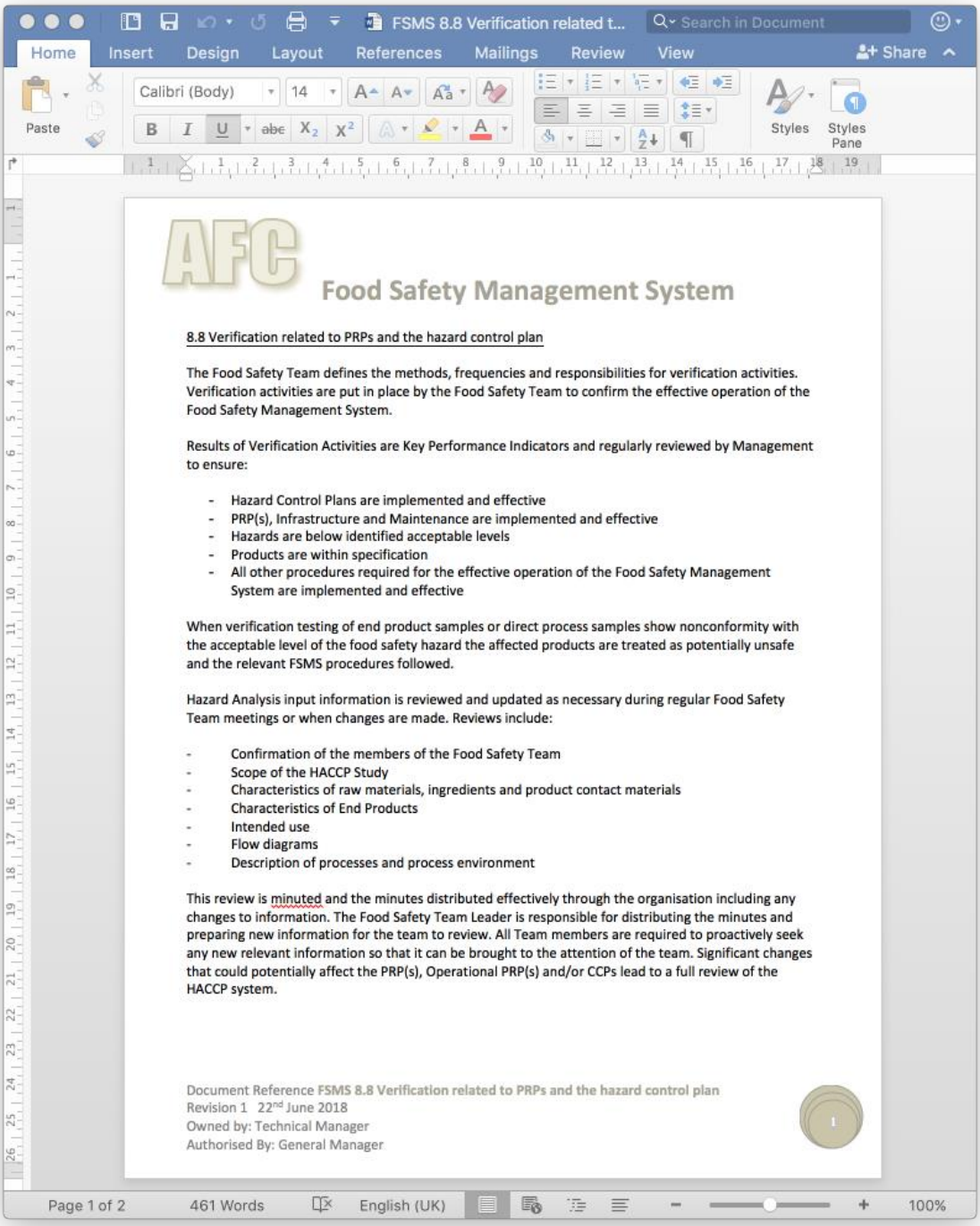
There is guidance in Implementing ISO 22000 Food Safety Team Guide 2018, HACCP Calculator ISO 22000 2018 Instructions and HACCP Training Guide ISO 22000 Module 2018.
The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.8 Verification related to PRPs and the hazard control plan



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Food Safety Management System

8.8 Verification related to PRPs and the hazard control plan

The Food Safety Team defines the methods, frequencies and responsibilities for verification activities. Verification activities are put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System.

Results of Verification Activities are Key Performance Indicators and regularly reviewed by Management to ensure:

- Hazard Control Plans are implemented and effective
- PRP(s), Infrastructure and Maintenance are implemented and effective
- Hazards are below identified acceptable levels
- Products are within specification
- All other procedures required for the effective operation of the Food Safety Management System are implemented and effective

When verification testing of end product samples or direct process samples show nonconformity with the acceptable level of the food safety hazard the affected products are treated as potentially unsafe and the relevant FSMS procedures followed.

Hazard Analysis input information is reviewed and updated as necessary during regular Food Safety Team meetings or when changes are made. Reviews include:

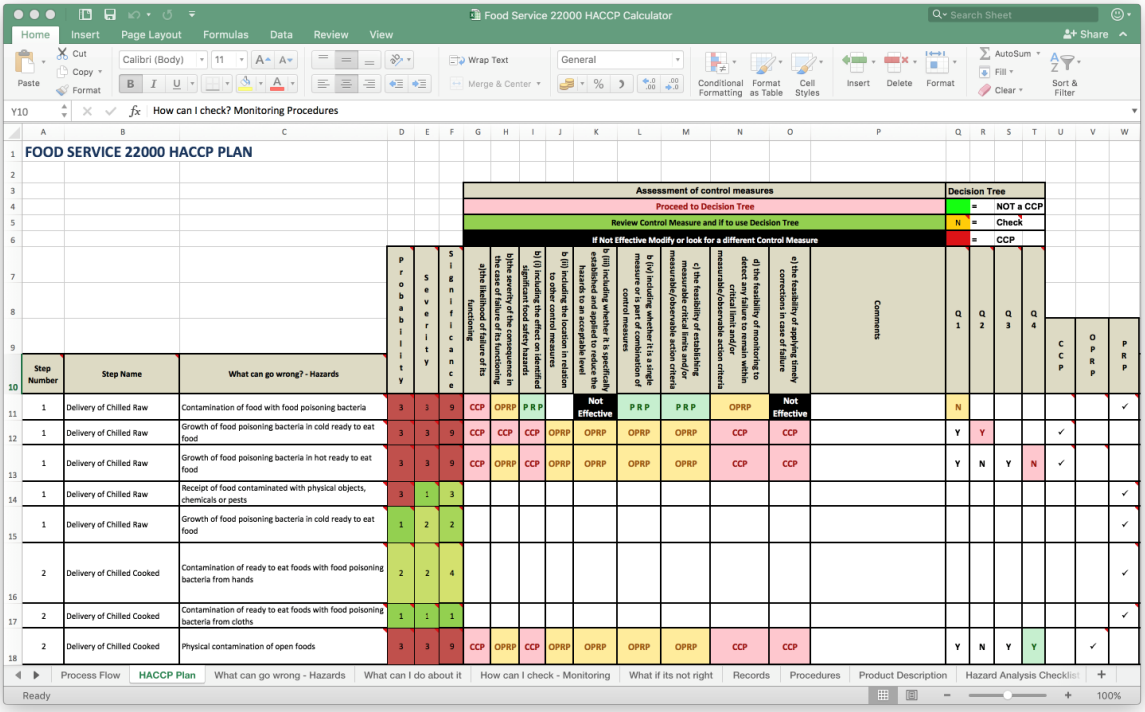
- Confirmation of the members of the Food Safety Team
- Scope of the HACCP Study
- Characteristics of raw materials, ingredients and product contact materials
- Characteristics of End Products
- Intended use
- Flow diagrams
- Description of processes and process environment

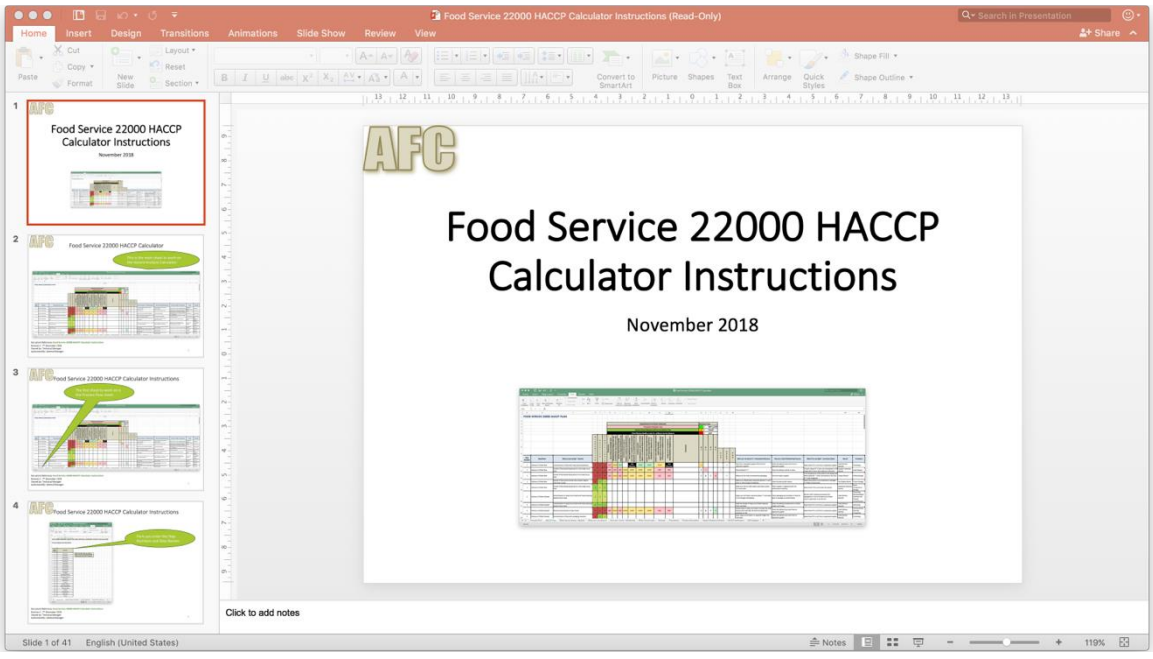
This review is minuted and the minutes distributed effectively through the organisation including any changes to information. The Food Safety Team Leader is responsible for distributing the minutes and preparing new information for the team to review. All Team members are required to proactively seek any new relevant information so that it can be brought to the attention of the team. Significant changes that could potentially affect the PRP(s), Operational PRP(s) and/or CCPs lead to a full review of the HACCP system.

Document Reference FSMS 8.8 Verification related to PRPs and the hazard control plan
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

There is guidance in Implementing ISO 22000 Food Safety Team Guide 2018, HACCP Calculator ISO 22000 2018 Instructions and HACCP Training Guide ISO 22000 Module 2018.

For those that prefer there is a Food Service 22000 HACCP Calculator 2018 and Instructions:



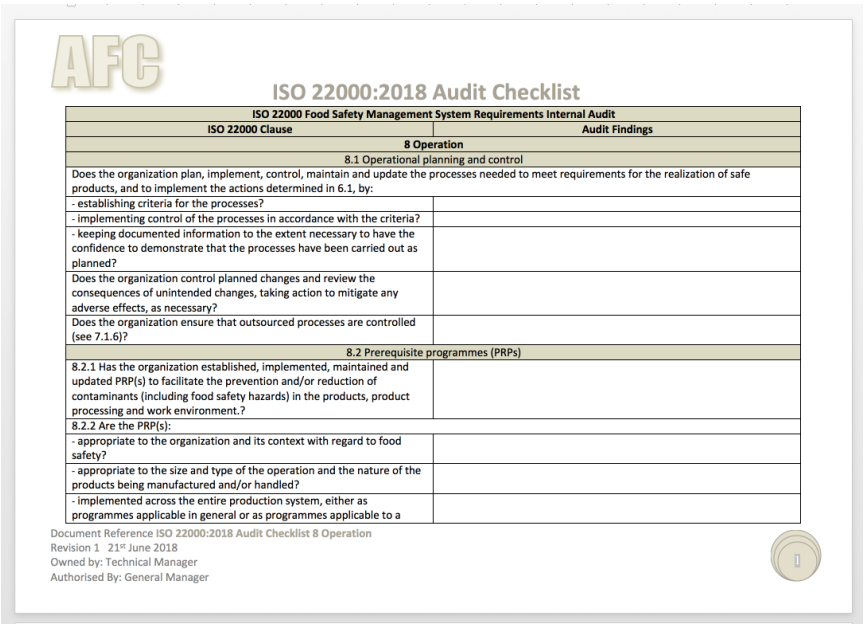


Step Five: Internal Auditing & Checklists

There are three PowerPoint Internal Auditor training presentations

Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus sample verification records for prerequisite programmes.



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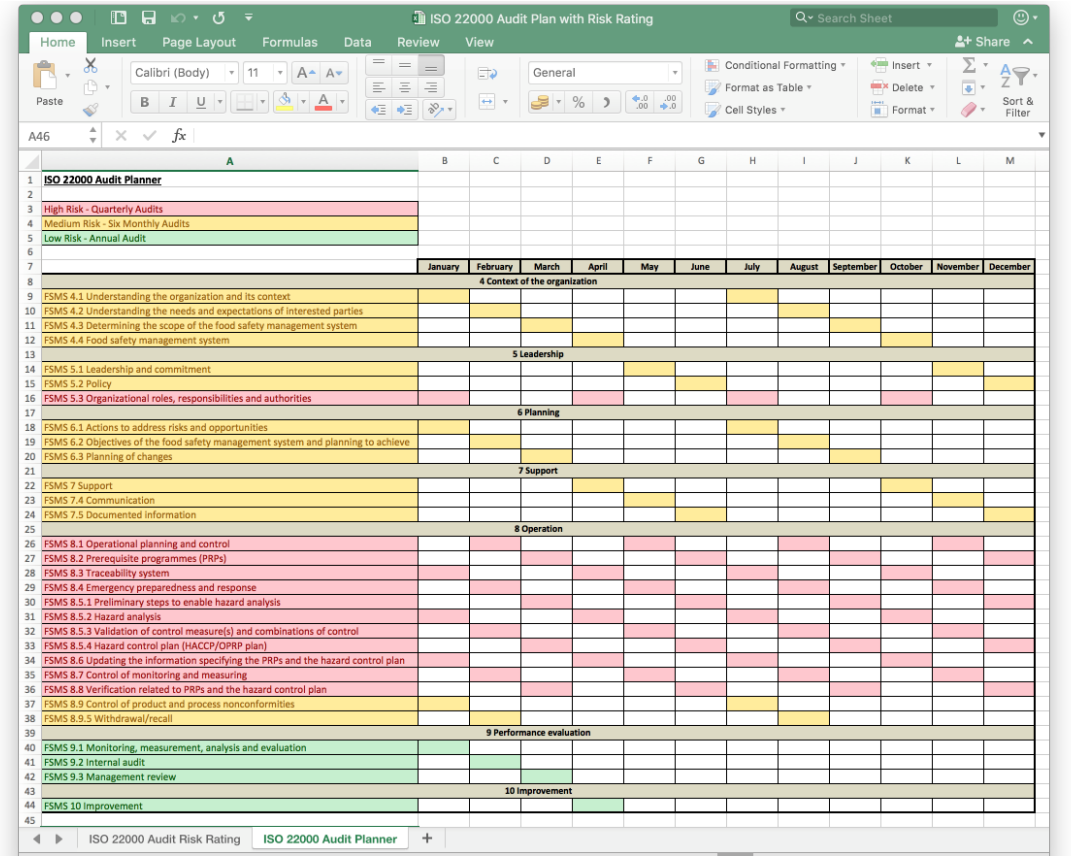
ISO 22000:2018 Audit Checklist

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	**Audit Findings**
8 Operation	
8.1 Operational planning and control	
Does the organization plan, implement, control, maintain and update the processes needed to meet requirements for the realization of safe products, and to implement the actions determined in 6.1, by:	
- establishing criteria for the processes?	
- implementing control of the processes in accordance with the criteria?	
- keeping documented information to the extent necessary to have the confidence to demonstrate that the processes have been carried out as planned?	
Does the organization control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary?	
Does the organization ensure that outsourced processes are controlled (see 7.1.6)?	
8.2 Prerequisite programmes (PRPs)	
8.2.1 Has the organization established, implemented, maintained and updated PRP(s) to facilitate the prevention and/or reduction of contaminants (including food safety hazards) in the products, product processing and work environment.?	
8.2.2 Are the PRP(s):	
- appropriate to the organization and its context with regard to food safety?	
- appropriate to the size and type of the operation and the nature of the products being manufactured and/or handled?	
- implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a	

Document Reference ISO 22000:2018 Audit Checklist 8 Operation
Revision 1 21st June 2018
Owned by: Technical Manager
Authorised By: General Manager

ISO 22000 Audit Plan with Risk Rating



ISO 22000 Audit Plan with Risk Rating

ISO 22000 Audit Planner												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
	January	February	March	April	May	June	July	August	September	October	November	December
4 Context of the organization												
FSMS 4.1 Understanding the organization and its context												
FSMS 4.2 Understanding the needs and expectations of interested parties												
FSMS 4.3 Determining the scope of the food safety management system												
FSMS 4.4 Food safety management system												
5 Leadership												
FSMS 5.1 Leadership and commitment												
FSMS 5.2 Policy												
FSMS 5.3 Organizational roles, responsibilities and authorities												
6 Planning												
FSMS 6.1 Actions to address risks and opportunities												
FSMS 6.2 Objectives of the food safety management system and planning to achieve												
FSMS 6.3 Planning of changes												
7 Support												
FSMS 7 Support												
FSMS 7.4 Communication												
FSMS 7.5 Documented information												
8 Operation												
FSMS 8.1 Operational planning and control												
FSMS 8.2 Prerequisite programmes (PRPs)												
FSMS 8.3 Traceability system												
FSMS 8.4 Emergency preparedness and response												
FSMS 8.5.1 Preliminary steps to enable hazard analysis												
FSMS 8.5.2 Hazard analysis												
FSMS 8.5.3 Validation of control measure(s) and combinations of control												
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)												
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan												
FSMS 8.7 Control of monitoring and measuring												
FSMS 8.8 Verification related to PRPs and the hazard control plan												
FSMS 8.9 Control of product and process nonconformities												
FSMS 8.9.5 Withdrawal/recall												
9 Performance evaluation												
FSMS 9.1 Monitoring, measurement, analysis and evaluation												
FSMS 9.2 Internal audit												
FSMS 9.3 Management review												
10 Improvement												
FSMS 10 Improvement												

The Food Safety Team Leader should draw up the Internal Audit Schedule based on the following criteria:

- Importance of the processes concerned
- Changes in the FSMS
- Results of monitoring, measurement
- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective and/or Preventive Actions raised or outstanding
- Customer Complaint Analysis
- Results of the Management Review

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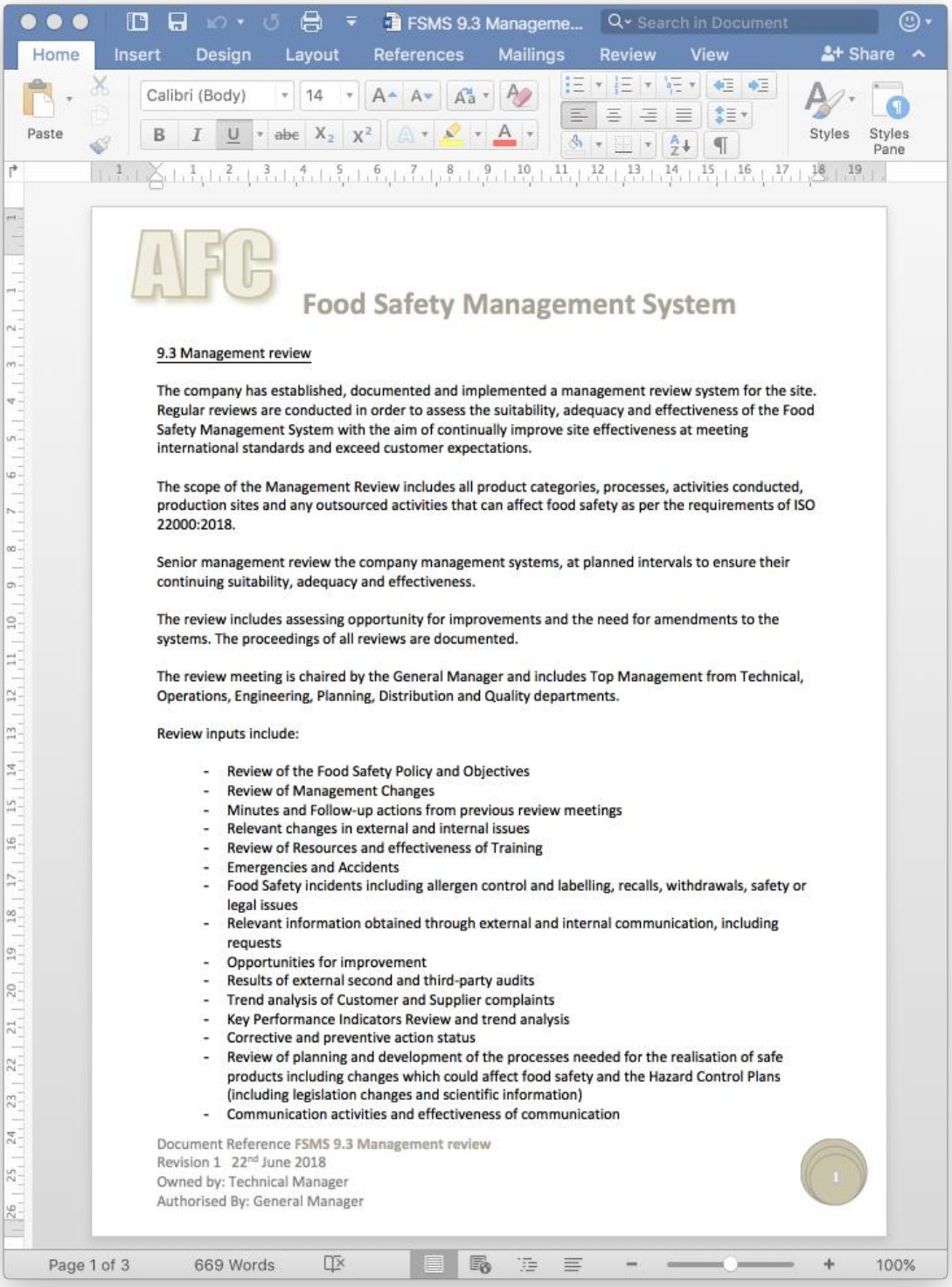
FSMS 9.3 Management review

Top management should review the Food Safety Management System, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.



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Food Safety Management System

9.3 Management review

The company has established, documented and implemented a management review system for the site. Regular reviews are conducted in order to assess the suitability, adequacy and effectiveness of the Food Safety Management System with the aim of continually improve site effectiveness at meeting international standards and exceed customer expectations.

The scope of the Management Review includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety as per the requirements of ISO 22000:2018.

Senior management review the company management systems, at planned intervals to ensure their continuing suitability, adequacy and effectiveness.

The review includes assessing opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are documented.

The review meeting is chaired by the General Manager and includes Top Management from Technical, Operations, Engineering, Planning, Distribution and Quality departments.

Review inputs include:

- Review of the Food Safety Policy and Objectives
- Review of Management Changes
- Minutes and Follow-up actions from previous review meetings
- Relevant changes in external and internal issues
- Review of Resources and effectiveness of Training
- Emergencies and Accidents
- Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
- Relevant information obtained through external and internal communication, including requests
- Opportunities for improvement
- Results of external second and third-party audits
- Trend analysis of Customer and Supplier complaints
- Key Performance Indicators Review and trend analysis
- Corrective and preventive action status
- Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the Hazard Control Plans (including legislation changes and scientific information)
- Communication activities and effectiveness of communication

Document Reference FSMS 9.3 Management review
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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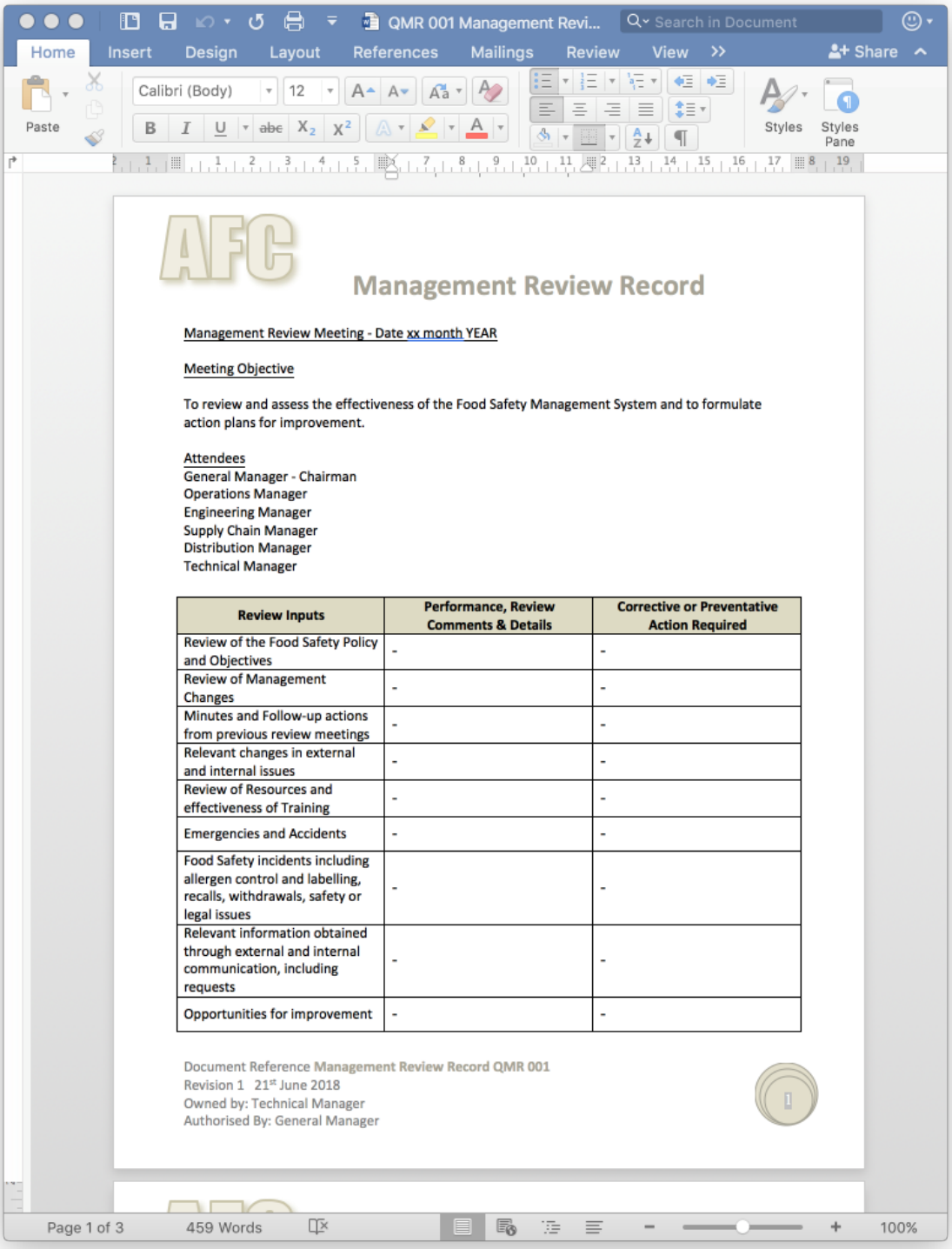
Top Management Review QMR 001 Management Review Record can be used to record the details of Management Review



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Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Management System and to formulate action plans for improvement.

Attendees
General Manager - Chairman
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Technical Manager

Review Inputs	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety Policy and Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Relevant changes in external and internal issues	-	-
Review of Resources and effectiveness of Training	-	-
Emergencies and Accidents	-	-
Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues	-	-
Relevant information obtained through external and internal communication, including requests	-	-
Opportunities for improvement	-	-

Document Reference Management Review Record QMR 001
Revision 1 21st June 2018
Owned by: Technical Manager
Authorised By: General Manager

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Assess the Food Safety Management System

The Steering Group need to allocate responsibility to assess if the established Food Safety Management System meets the requirements of the ISO 22000 standard and TS ISO 22002-2 using the checklists provided.

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	**Audit Findings**
4 Context of the organization	
4.1 Understanding the organization and its context	
Has the organization determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its Food Safety Management System?	
Has the organization identified, reviewed and updated information related to these external and internal issues (legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization)? *See notes from the standard.*	
4.2 Understanding the needs and expectations of interested parties	
To ensure that the organization has the ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements with regard to food safety, has the organization determined:	
- the interested parties that are relevant to the Food Safety Management System?	
- the relevant requirements of the interested parties of the Food Safety Management System?	
Does the organization identify, review and update information related to the interested parties and their requirements?	
4.3 Determining the scope of the food safety management system	
Has the organization determined the boundaries and applicability of	

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Review ISO 22002 prerequisite programs (PRPs) to control food safety hazards

The Steering Group now need to allocate responsibility to determine how far established prerequisite programmes meet the requirements of ISO 22002-2. Using the checklist below and a copy of Technical Specification ISO 22002-2 the delegated person should read the requirements in the relevant section of ISO 22002 and complete the form.

ISO 22002 CONFORMANCE ANALYSIS			
4 Generic prerequisite programmes			
4.1 Layout of premises			
ISO 22002 Requirements	**Compliant**		**Comments**
	Yes	**No**	
4.1.1 Infrastructure			
4.1.2 Workspace			
4.1.2.1 General			
4.1.2.2 Food-handling areas			
4.1.3 Lighting and ventilation			

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5 Specific prerequisite programmes			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
5.3 Cooking			
5.4 Portioning			
5.5 Cooling and storage			
5.6 Freezing, storage and thawing			
5.7 Transport			
5.8 Food reheating			
5.9 Food service			
5.10 Identification and hygiene control system			

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Review compliance with FSSC 22000 Certification Scheme Additional Requirements

For FSSC 22000 Certification then the Steering Group now need to allocate responsibility to determine how far established procedures meet the Additional Requirements of the FSSC 22000 Certification Scheme and complete the form.

FSSC 22000 Certification Scheme Additional Requirements Version 5.1			
FSSC 22000 Certification Scheme Additional Requirements	**Compliant**		**Comments**
	Yes	**No**	
2.5.1 Management of Services and Purchased Materials – in addition to 7.1.6 Control of externally provided processes, products or services			
Is any analysis critical to the verification and/or validation of food safety conducted by a competent laboratory (including both internal and external laboratories as applicable) that has the capability to produce precise and repeatable test results using validated test methods and best practices. (e.g. successful participation in proficiency testing programs, regulatory approved programs or accreditation to international standards such as ISO 17025)?			
Is there a documented procedure for procurement in emergency situations to ensure that products still conform to specified requirements and the supplier has been evaluated?			
Is there a policy for the procurement of animals, fish and seafood that are subject to control of prohibited substances?			
Is there a review process for product specifications to ensure continued compliance with food safety, legal and customer requirements?			

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Ensure any FSSC 22000 areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with FSSC 22000 requirements should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

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Choose your Certification Body

Before you can begin preparing for your application, you'll need to decide which Certification Body to use. Do some research and pick one which has a good reputation, after all you will have their logo on your certificate!

Make contact with the Certification Body

Contact the Certification Body and tell them what you need. They should provide you with a proposal detailing the cost and time involved in a formal assessment.

Pre-assessment

Arrange a pre-assessment of your food safety management system with the Certification Body.

Formal Assessment

Arrange your formal assessment which will be conducted on site.

Certification

Once the assessment has been successfully completed the Certification Body will issue a certificate of registration for your food safety management system.

The certificate is normally valid for three years, subject to satisfactory surveillance visits during this period.

Contact us if you require assistance in any of these stages, support is included free of charge with our implementation packages

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